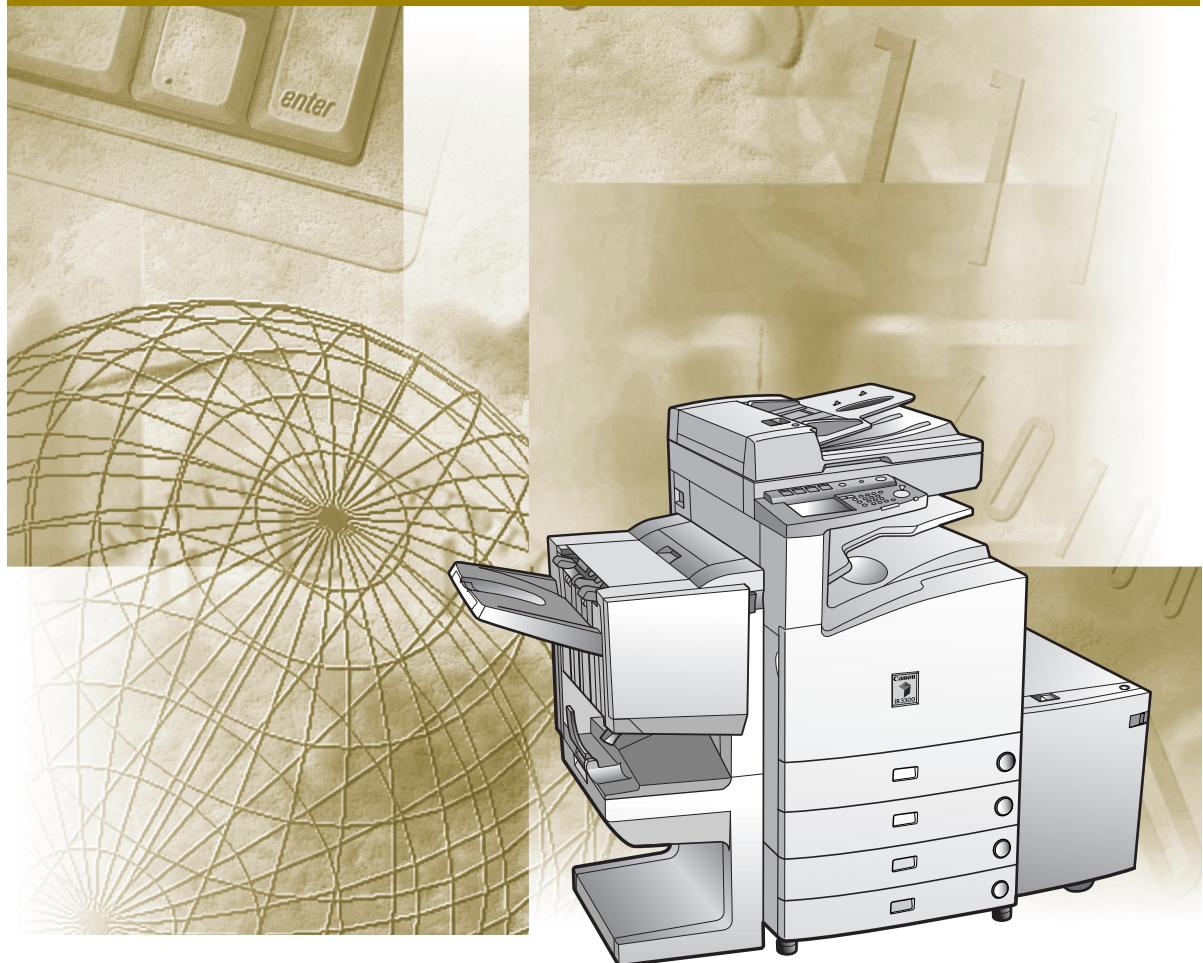# Canon

imageRUNNER
3 3 0 0/2 8 0 0/2 2 0 0

Mail Box Function Guide

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use .... Troubleshooting	**Reference Guide**
For Basic Copying .... For Convenient Copying	**Copying Guide**
For Basic Mail Box Function Use .... For Convenient Mail Box Function Use	**Mail Box Function Guide** **(This Document)**
For Fax Use.. For Convenient Fax Use	**Facsimile Guide**
For Remote UI Use	**Remote UI Guide**
For Setting Up the Network Connection & Installing the CD-ROM Software	**Setup Guide**
For Printer Use..	**PS/PCL Printer Guide**
For Installing Printer Driver, etc.	**PS Driver Guide** **PCL Driver Guide**
For Connecting and Setting the Network..........	**Network Guide**

The manuals supplied with optional equipment are included in the list above.
Depending on the system configuration and product purchased, some manuals may be unavailable (irrelevant).

- The product illustration on the cover may differ slightly from your product.

- [CD-ROM] Guides with this symbol are PDF manuals included on the attached CD-ROM.

How This Manual Is Organized

Chap 1 Basic Use of the Mail Box Function   **1**

Chap 2 Scanning Originals into a Mail Box   **2**

Chap 3 Using/Arranging Documents Stored in the Mail Box   **3**

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Chapter 3   Using/Arranging Documents Stored in the Mail Box

Chapter 4   Setting/Storing the Mail Box Settings

Chapter 5   Appendix

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual, for explanations of procedures and restrictions, handling precautions, and instructions that should be observed for safety.

⚠ WARNING   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ CAUTION   Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

✋ IMPORTANT   Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.

✎ NOTE   Indicates notes for operation or additional explanations. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are used in this manual.

- Control panel keys……………… ⊙ (Start)
- Touch panel display keys………"OK"

Displays Used in This Manual

Screenshots of the touch panel display used in this manual are those taken when the Finisher-J1, Cassette Feeding Unit-W1, Feeder (DADF-H1), Printer Kit, and FAX Board are attached to the imageRUNNER 3300. Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with ⬭ , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Place the original, and press "Special Features."**

```
Ready to copy.
                    Auto
  100%      ▯ LTR  ▯           1
Direct  Copy    Paper Select
        Ratio ▸                ▸
              ◁ ▪▪▪▪▪▪▪ ▷
              Light  A  Dark
Finisher      Two-sided
           ▸  Mode      ▸  Text        ▯ ▸

                        Special
                        Features  ▸  ────── Press this key for operation

                        System Monitor ▸
```
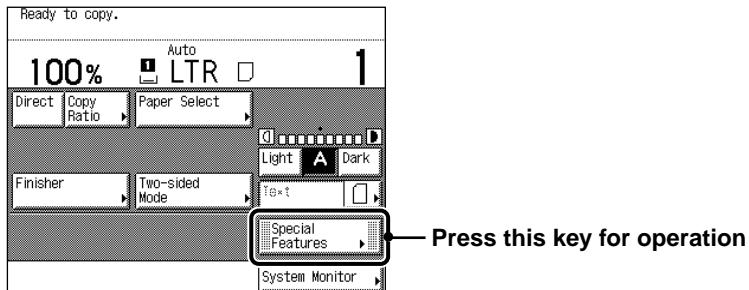
Illustrations Used in This Manual

Unless otherwise noted, illustrations used in this manual are those taken when the Finisher-J1 and Cassette Feeding Unit-W1 are attached to the imageRUNNER 3300.

Basic Use of the Mail Box Function

This chapter describes the basic use of the Mail Box function.

What the imageRUNNER 3300/2800/2200 Machine Can Do

Most operations of this machine are done from the touch panel display. To use the Mail Box function, press keys in accordance with the message displayed on the touch panel display.

Storing Data and Printing It at Your Convenience

When you press [MAIL BOX] (Mail Box), the Mail Box Selection screen appears. The Mail Box function allows you to store data scanned using this machine, or data sent from a personal computer, as if storing documents in binders. The documents (data) stored in a Mail Box can be printed at any time with the print settings you want. Also, when you select the Merge Documents mode, you can print documents stored separately, together as one document.

100 mail boxes

Scanning various originals

Sending data from computers

Printing merged documents

By storing a password, you can print data without other people observing it.

You can print data whenever desired, with the necessary settings.

COPY FAX MAIL BOX SCAN

Mail Box Selection screen

Number	Name	Mem.
00	BOX00	3%
01	BOX01	2%
02	BOX02	0%
03	BOX03	1%
04	BOX04	1%
05	BOX05	0%
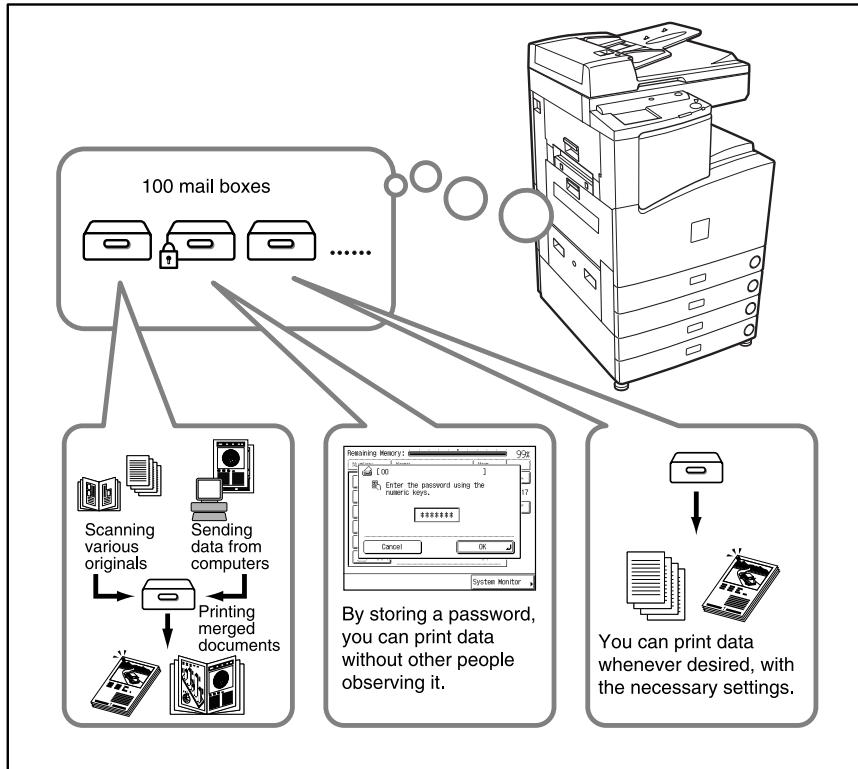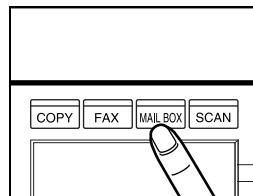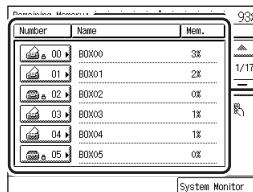
You can store a name for a mail box or a password in the Mail Box Settings of Additional Functions. (See 'Setting/Storing the Mail Box Settings,' in Chapter 4.)

Select a mail box

Document Selection screen

[00 BOX00] Total 3

Document Name	Set Time
20001121155455	11/21 15:54
20001121155509	11/21 15:55
20001121155519	11/21 15:55

Clear Selection | Details | Erase | Move Document
Print | Scan | Done
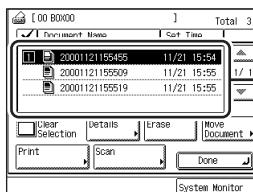
Scanned originals and documents sent from personal computers are stored.

Select a document

Print

Scan

Print screen

Documents selected: 1
1
Sample Print
Change P Settings
Print & Erase
Cancel | Start Print
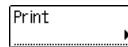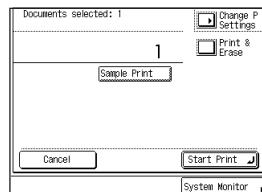
Prints documents stored in a mail box. When you press "Change P Settings," you can change the Print settings. (See 'Using/Arranging Documents Stored in the Mail Box,' in Chapter 3.)

Start Print

Scan screen

Ready to scan.
100% Auto
Direct | Copy Ratio | Doc. Size Select | Light A Dark
2-sided Original
Document Name | Special Features | Text
Cancel | Initial Settings
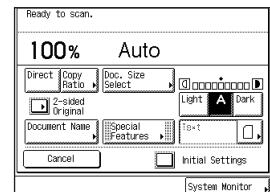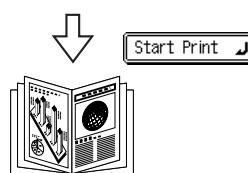
You can select various settings when scanning originals. (See 'Scanning Originals into a Mail Box,' in Chapter 2.)

Start
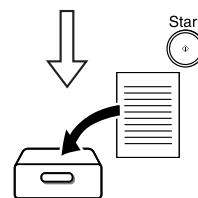
IMPORTANT

- *Documents cannot be stored in mail boxes in the following cases:*
  (The accuracy of the following values depends on the remaining capacity of the hard disk).
    - When 100 items, consisting of documents or image data, are already stored in a specified mail box.
    - When the mail boxes being used, collectively already contain 1,000 items (consisting of documents or image data.)
    - When the mail boxes being used, collectively already contain 3,700 pages of documents or image data (using a LTR-size Canon Standard Chart and Standard Mode.)

NOTE

- *It is important to delete unwanted documents or image data from your mail box to make space available to store new documents.*
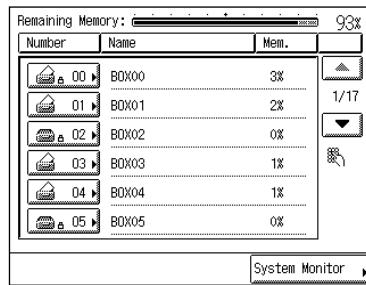
Mail Box Selection screen

The screen on the left, which appears when you select the mail box functions, is called the Mail Box Selection screen.

Mail Box numbers, names and available memory are displayed for each mail box.

NOTE

- 📠 *is called a mail box icon. If a document is stored in a mail box, that mail box is displayed with the 📠 icon.*

- *If a mail box is set with a password, a locked mark 🔒 is displayed next to the icon of that mail box.*
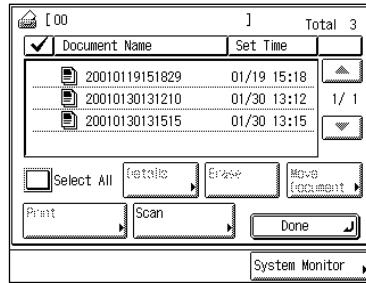
Document Selection screen

The screen on the left, which appears when you select the mail box you want, is called the Document Selection screen.

If a password is stored, the Document Selection screen appears after you enter the password.

☐ Select All   **See p. 1-13.**

Press to select all documents in the mail box. If a document is selected, then it will become "Clear Selection."

| Details | **See p. 3-42.** |

Press to check the details of a document stored in the mail box.

```
[Details]
■ Job Number    ▷ 0002
■ Set Time       ▷ 2000 11/24 09:03
■ Document Type ▷ 📄 Scan doc.
■ Document Name ▷ 20001124090351
■ User Name      ▷
■ Pages          ▷ 2
■ Copies         ▷ 1
■ Size           ▷ LTR  ▯
     ┌─┐ Change document
     └─┘ name                    Done
                              System Monitor
```
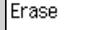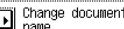
| Erase | **See p. 3-46.** |

Press to erase a document stored in the mail box.

| Move Document | **See p. 3-44.** |

Press to move a document to another mail box.

| Print | **See p. 1-13.** |

Press to print documents.

| Scan | **See p. 1-9.** |

Press to scan originals.

```
Documents selected: 1          ┌─┐ Change P
                               └─┘ Settings
                     1         ┌─┐ Print &
                               └─┘ Erase
              Sample Print

     Cancel              Start Print
                              System Monitor
```
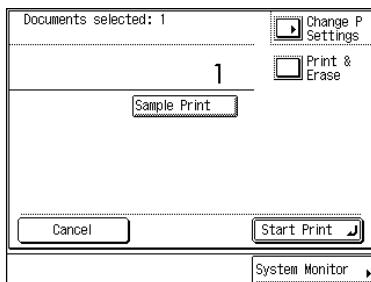
Print screen
The screen on the left, which appears when you select documents to print and press "Print" from the Document Selection screen, is called the Print screen. The Print screen allows you to print documents from the mail box.

| Change P Settings | **See p. 1-13.** |

Press to change the settings when you print a document.

| Print & Erase | **See p. 1-13.** |

Press to automatically erase a document after it is printed.

Sample Print	**See p. 3-36.**

Press to print an image sample for you to check the print result and the contents of a document stored in the mail box.

Start Print ↵	**See p. 1-13.**

Press to start printing.
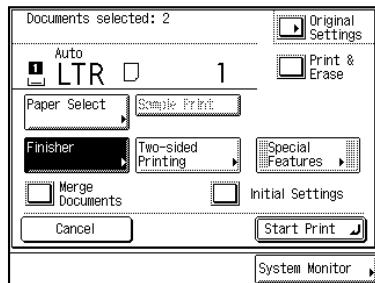
Change Print Settings screen
The screen on the left, which appears when you press "Change P Settings" from the Print screen, is called the Change Print Settings screen.
The Change Print Settings screen allows you to change the settings made when the documents are stored in the mail box, and print them.

Paper Select	**See p. 3-2.**

Press to select the paper and the paper source.

Finisher	**See p. 3-5.**

Press to select or cancel the Collate, Group, or Staple modes.

Two-sided Printing	**See p. 3-16.**

Press to select the Two-sided Print mode.

Special Features ▸

Press to display the screen on the right when you want to make a Booklet print and Cover/Job Separator print.
Press the function keys on the screen on the right to set the desired mode.
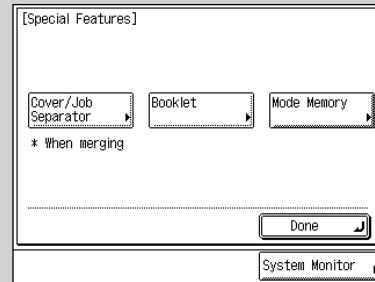
Merge Documents   **See p. 3-33.**

Press to merge multiple documents into one document.
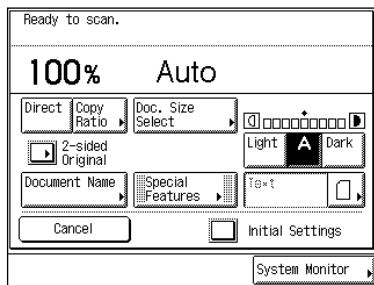
Scan screen

The screen on the left, which appears when you press "Scan" from the Document Selection screen, is called the Scan screen.

The Scan screen allows you to scan documents into the mail box.

Direct   **See p. 2-43.**

Press to make copies of the same size as the original.

Copy Ratio   **See p. 2-43.**

Press to make copies at a different copy ratio.
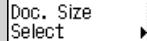
Doc. Size Select   **See p. 2-5.**

Press to select the size of the original you want to scan.

2-sided Original   **See p. 2-24.**

Press to select the Two-sided mode. The machine automatically turns over two-sided originals and scans them as two-sided image data.

Light A Dark   **See p. 2-7.**

Press "Light" or "Dark" to manually control print exposure. Press "A" to select or cancel Auto Exposure Control.
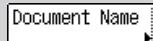
Document Name   **See p. 2-3.**

Press to name a document to be stored.
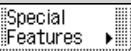
Special
Features ▶

Press to select the Special Features
mode.

[Special Features]

Two-page Separation	Nega/Posi	Sharpness ▶
Booklet Scanning ▶	Different Size Originals ▶	Frame Erase ▶
Mode Memory ▶	Job Build	Image Combination ▶

Done ↵

System Monitor ▶
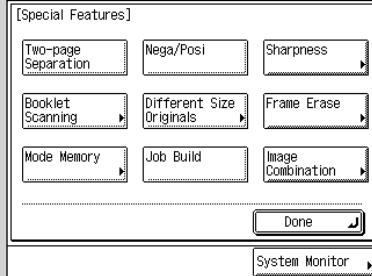
Text ☐▶　　**See p. 2-8.**

Press to scan originals specifying the image quality (text only, text and photo, photo only). You can
also select the type of photo (printed image/photo) when you set the Photo mode in Additional
Functions beforehand.

☐　Initial Settings

Press to cancel all settings at once. (The machine returns to the Standard Scanning mode.)

Flow of Mail Box Operations

This section describes the basic flow of Mail Box operations in two parts: scanning originals and printing.

✐ NOTE

- *For the following items, see the Reference Guide.*
  - *Main power and control panel power*
  - *Routine maintenance*

Storing Originals in the Mail Box

This operation is the same as when you make copies of a document. First, place the originals you want to store in the feeder or on the platen glass, and set the desired modes. When the machine is used as a network printer, you can store data into the mail box from a computer.

1 **Press** MAIL BOX **(Mail Box).**
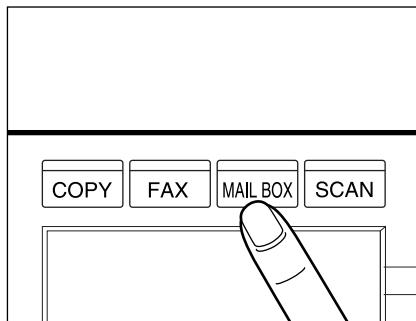
2 Select the desired mail box number.
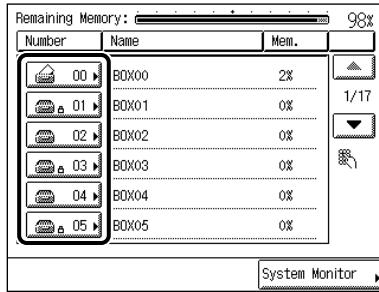
If the desired mail box is not displayed, press "▲" or "▼."

If you enter the mail box number using ⓪ - ⑨ (numeric keys), press "OK" after entering the mail box number.

If you make a mistake when entering values, press "Done," and enter the correct value.

✐ NOTE

- *If a document is stored in a mail box, that mail box is displayed with the 📭 icon.*
- *If a mail box is set with a password, a locked mark 🔒 is displayed next to the icon of that mail box.*
- *If you make a mistake when selecting a mail box, press "Done."*

3 Enter the password, and press "OK."

Enter the password set when the mail box was stored. (See 'Setting/ Storing the Mail Box,' on p. 4-3.)

If a password was not stored, this operation is not necessary.

4 Press "Scan."
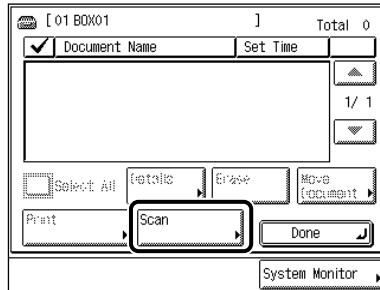
5 Place your originals.
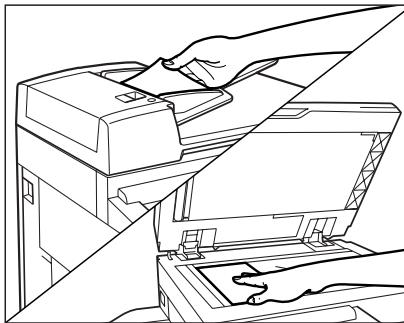
🖉 NOTE

• *For instructions on how to place the original, see the Reference Guide.*

6 Specify the scanning mode.
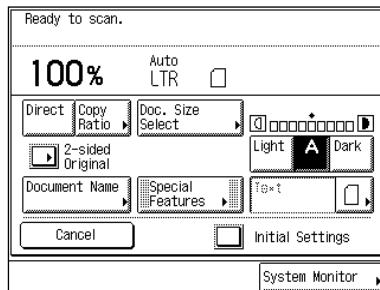
🖉 NOTE

• *You can set various modes when scanning the original, as when making copies.*
• *If you want to give the document a name when scanning it, press "Document Name." (See 'Specifying the Document Name Before Scanning (Document Name),' on p. 2-3.)*

7 Press ⊙ (Start).
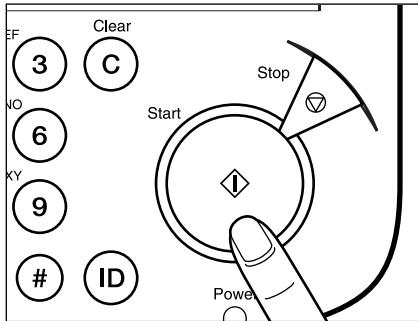
● **When the screen below appears:**

Press ⊙ (Start) once for each original. When scanning is completed, press "Done."
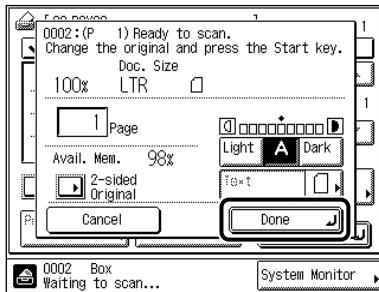
When scanning is completed, the scanned data is stored in the selected mail box.
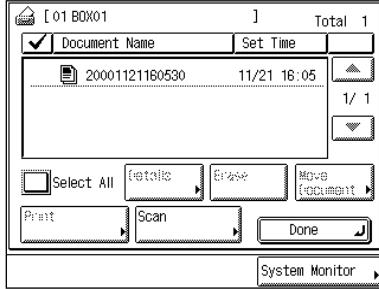
🖑 IMPORTANT

- *You cannot change the settings, such as the scanning size or record size, during scanning.*
- *The stored data is automatically deleted after three days. This can be changed to a value between 0 (no limit) and 30 days. (See 'Setting/Storing the Mail Box,' on p. 4-3.)*

- *If you want to cancel scanning, press "Cancel" or ⟨⟩ (Stop).*
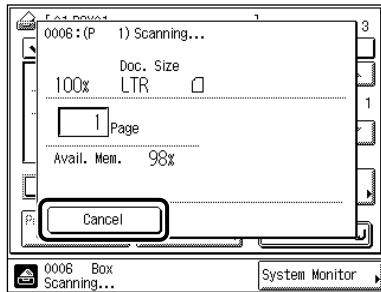
- *If you store a document without specifying its name, the document is automatically given the name of <year, month, date, and time>. For example, if the data was scanned at 1:35 p.m., 41 seconds, on August 12, 2000, the document's name is <20000812133541>.*
- *You can change the name of the stored document. (See 'Changing the Name of a Document,' on p. 3-42.)*

Printing Documents Stored in the Mail Box

You can print documents in a mail box once they have been stored. When the machine is used as a network printer, you can specify printing from a computer on the network. For details on how to operate the machine from personal computers, see the *Remote UI Guide*.

✐ NOTE

- *You can select and print up to 32 documents in one mail box, at a time. When you merge documents, you can select and print up to 100 documents. However, when there are reserved jobs in the mail box, the number you can select and print varies depending on the number of documents in the reserved jobs.*
- *You can only select multiple documents for printing when those documents are stored in the same mail box. To print multiple documents stored in different mail boxes, you need to move the documents to one of the mail boxes beforehand. (See 'Moving a Document,' on p. 3-44.)*
- *When documents are printed without changing the settings, the documents sent from computers are printed with the settings selected from the computers, and the documents scanned into memory are printed with the Standard Local Print settings. (See the Reference Guide.)*

1 Press MAIL BOX (Mail Box).
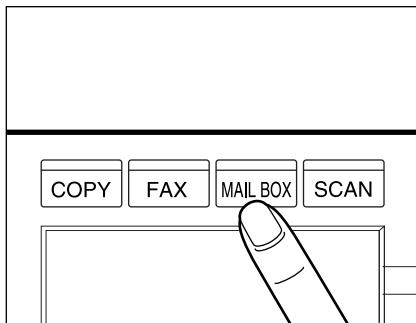
2 Press the desired mail box number.

If the desired mail box is not displayed, press "▲" or "▼."

If you enter the mail box number using ⓪ - ⑨ (numeric keys), press "OK" after entering the mail box number.

✎ NOTE

- *If a document is stored in a mail box, that mail box is displayed with the ▨ icon.*
- *If a mail box is set with a password, a locked mark ᗺ is displayed next to the icon of that mail box.*
- *If you make a mistake when selecting a mail box, press "Done."*

3 Enter the password, and press "OK."

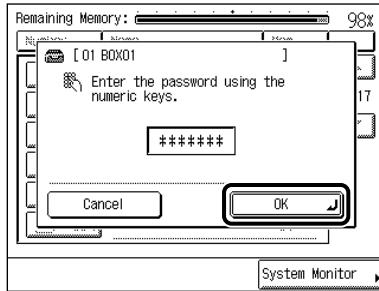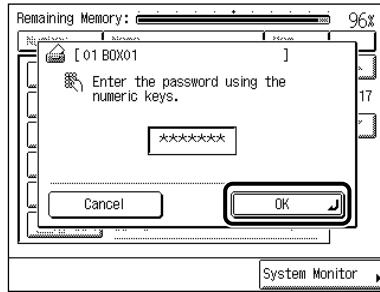Enter the password set when the mail box was stored. (See 'Setting/Storing the Mail Box,' on p. 4-3.)

If a password was not stored, this operation is not necessary.

4 Select the document you want to print, and press "Print."
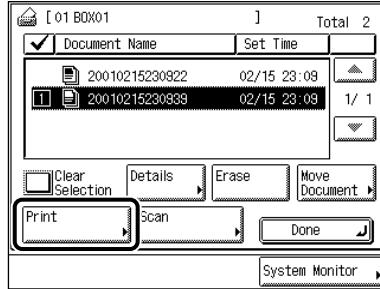
When there are more than five stored documents, press "▲" or "▼" to display the documents you want to select.

You can select multiple documents stored in the mail box.

If you press "Select All," you can select all documents in the mail box. ("Select All" changes to "Clear Selection" when it is pressed.)

✐ NOTE

- *The selected documents are numbered in the order specified, and are printed in the order numbered.*
- *You can cancel the selection by pressing the document again.*
- *When you press "Clear Selection," you can cancel all selected documents. ("Clear Selection" changes to "Select All" when it is pressed.)*

5 Press "Start Print."
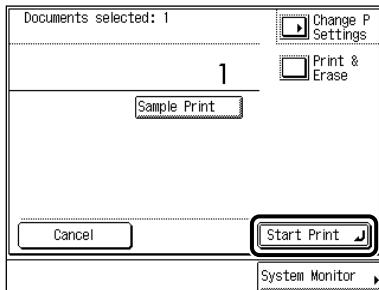
When you select one document
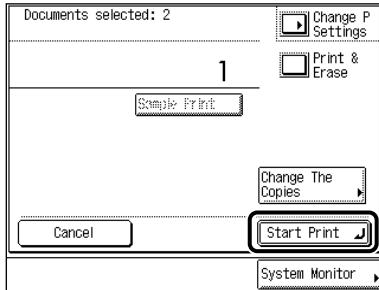
When you select multiple documents

You can enter the printing quantity using ⓪ - ⑨ (numeric keys).

If you make a mistake when entering the values, press ⓒ (Clear), and enter the correct value.

To print a copy to check your print results and stored documents, press "Sample Print." (See 'Checking the Print Result or the Image of the Stored Document (Sample Print),' on p. 3-36.)

To change print settings, press "Change P Settings." (See 'Printing a Document in a Mail Box After Changing the Settings,' on p. 3-2.)

To delete data after it is printed, press "Print & Erase."

When you select multiple documents, you can change the number of print sets by pressing "Change The Copies."

If there is a current job or reserved job, the machine starts printing after that job is completed. When printing starts, the screen below appears.
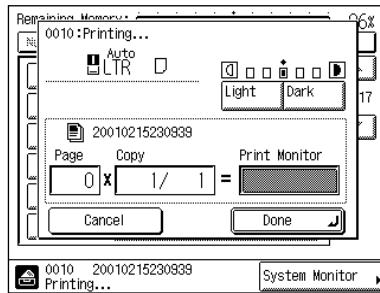
✎ NOTE

- *You can change settings such as exposure or cancel printing during printing.*
- *To cancel printing, press "Cancel." You cannot cancel printing by pressing ⊘ (Stop).*
- *To reserve the next print job, press "Done," and select the mail box in which the desired document is stored. (See 'Reserving Jobs,' on p. 3-38.)*

When printing is completed, the display returns to the Mail Box Selection screen.
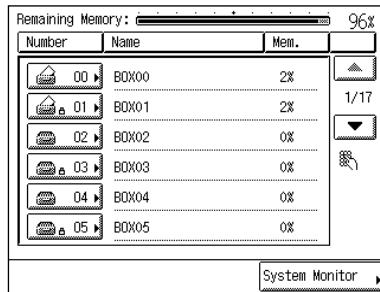
Scanning Originals into a Mail Box 2

CHAPTER

This chapter describes how to scan originals into a mail box.

2. Scanning Originals into a Mail Box

2

Scanning Originals into a Mail Box

Specifying the Document Name Before Scanning
(Document Name)

With this function, you can give a name to the document before you scan it.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Document Name."
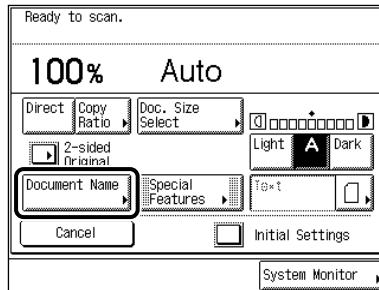
3 Enter a name for the document, and press "OK."

[Document Name](Max 24 characters)
CANON
Alphabet
◄ ► Backspace Entry Mode
Q W E R T Y U I O P \
A S D F G H J K L ~
Z X C V B N M , ; :
Space Shift
Cancel OK
System Monitor

The display returns to the Scan screen.

📝 NOTE
- *For details of how to enter characters on the touch panel display, see the Reference Guide.*
- *The maximum number of characters you can use for a name is 24.*
- *If "OK" is pressed without entering any characters, the document is automatically stored with the name of <year, month, date, and time>. For example, if the data was scanned at 1:35 p.m., 41 seconds, on August 12, 2000, the document's name is <20000812133541>.*

4 Press ◎ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

📝 NOTE
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Specifying Document Size (Document Size Select)

With this function, you can specify the document size before you scan it. When scanning transparencies, you must use this function.

✎ NOTE

- *The default setting is "Auto."*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Doc. Size Select."

Ready to scan.

100%   Auto

Direct Copy Ratio ▸	Doc. Size Select ▸	◁ □□□□□□□□□ ▷
2-sided Original		Light A Dark
Document Name ▸	Special Features ▸	Text □ ▸
Cancel		□ Initial Settings
		System Monitor ▸

3 Select the document size, and press "Done."

The specified size is set and the display returns to the Scan screen.

IMPORTANT

- *When the machine is operating in the Auto (Automatic Document Size Selection) mode, you cannot use the Booklet Scanning, Original Frame Erase, Book Frame Erase, or Image Combination modes.*
- *You cannot select "Auto" when scanning the following types of originals. Specify the size of the document manually.*
  - *Non-standard size originals*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
  - *Originals smaller than STMT in size*

NOTE

- *To select an A or B series paper size, press "A/B-size."*

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

NOTE

- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to selecting the Mail Box Selection screen, press ⊘ (Reset).*

Adjusting the Exposure and Image Quality Before Scanning the Originals

With this function, you can adjust the exposure and image quality of a document before you scan it.

Manual Adjustment of the Scanning Exposure

You can manually adjust the scanning exposure to the level best suited to the original.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place your originals, and press "Light" or "Dark."
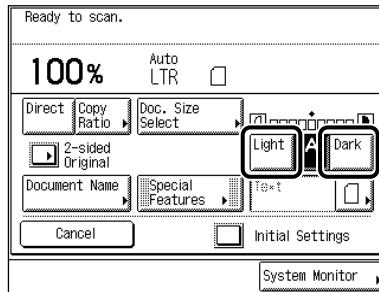
Move the indicator above "Light" and "Dark" to the left to make the exposure lighter, or to the right to make the exposure darker.

3 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✐ NOTE

- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⟨⊘⟩ (Reset).*

Selecting Image Quality

You can adjust the image quality to the level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality.

✋ IMPORTANT

- *Combinations of the Text, Text/Photo, or Photo modes cannot be set. If you select one of these modes, the previously set mode is canceled.*

🖉 NOTE

- *When you select the Text, Text/Photo, or Photo mode, the scanning exposure can be adjusted only by Manual Exposure Control. Automatic Exposure Control cannot be set.*
- *When the "Photo Mode" of Mail Box Settings is set to "On," you can select "Printed Img." or "Photo." (See 'Setting the Photo Mode of the Mail Box Function,' on p. 4-9.)*
- *If the original is a transparency, then select the Text, Text/Photo, or Photo mode and adjust the exposure to the most appropriate level.*

■ Text mode

This mode is best suited for scanning text originals. Blue prints or penciled originals can be scanned clearly.

■ Text/Photo mode

This mode is best suited for scanning originals containing both text and photos.

■ Photo mode

This mode is best suited for scanning photos printed on photographic paper, or photo originals containing half-tones (i.e., printed photos).

✋ IMPORTANT

- *If you scan an original containing half-tones, such as a printed photograph using the Photo mode, moire may occur. If this happens, you can soften this moire effect by reducing the contrast of the print. (See 'Scanning Originals After Making Them Sharply Contrasted (Sharpness),' on p. 2-49.)*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place your originals → press [ ] → select the type of originals (Text, Text/Photo, Photo).

```
Ready to scan.

100%     Auto
         LTR    □

Direct  Copy    Doc. Size    ▭ ▶
        Ratio ▶ Select      📄  Text       rk
     2-sided              📄📷 Text/Photo
     Original
Document Name   Special    📷  Photo     ▶
              ▶ Feature

  Cancel                □ Initial Settings

                        System Monitor ▶
```

When the "Photo Mode" of Mail Box Settings is set to "On," you can select "Printed Img." or "Photo." (See 'Setting the Photo Mode of the Mail Box Function,' on p. 4-9.)

```
Ready to scan.

100%     Auto
         LTR    □

Direct  Copy    Doc. Size    📄  Text     ▭ ▶
        Ratio ▶ Select
     2-sided              📄📷 Text/Photo  rk
     Original
Document Name   Special    📷  Printed Img.
              ▶ Feature    👤  Photo     ▶

  Cancel                □ Initial Settings

                        System Monitor ▶
```

3 Press "Light" or "Dark" to adjust the scanning exposure.

```
Ready to scan.

100%     Auto
         LTR    □

Direct  Copy    Doc. Size    ▭□□□□□□□□□□▶
        Ratio ▶ Select
     2-sided              Light  A  Dark
     Original
Document Name   Special    Text
              ▶ Features ▶          □ ▶

  Cancel                □ Initial Settings

                        System Monitor ▶
```

Move the indicator above "Light" and "Dark" to the left to make the exposure lighter, or to the right to make the exposure darker.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✎ NOTE

- *To cancel the setting, press "A."*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⌀ (Reset).*

Automatic Adjustment of Exposure and Image Quality

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

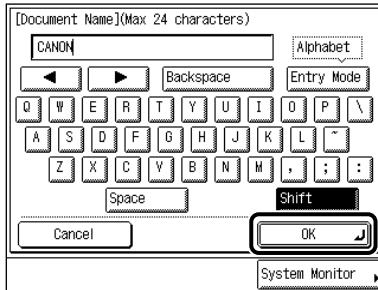When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "A."

```
Ready to scan.

100%    Auto
        LTR    ▢

Direct  Copy   Doc. Size    ◁□□□□□□□▷
        Ratio ▸ Select ▸    Ligh  A  ark
    ▣ 2-sided
        Original
Document Name ▸ Special  ▸   Text
               Features          ▢ ▸
    Cancel              ▢ Initial Settings

                        System Monitor ▸
```

The scanning exposure is automatically adjusted to the level best suited to the quality of the original.

✎ NOTE

- *If the original is a transparency, you may not be able to use the Automatic Exposure Control. If so, adjust the scanning exposure using Manual Exposure Control.*

3 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

📝 NOTE

- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⌁ (Reset).*

Scanning Originals into a Mail Box

2

Changing the Scanning Ratio (Copy Ratio)

With this function, you can specify the copy ratio of a document before you scan it or let the machine set the copy ratio automatically.

✐ NOTE
- *To set the copy ratio 100%, press "Direct."*

Scanning Originals After Enlarging/Reducing Them to a Standard Record Size

You can scan the originals after enlarging/reducing them to a standard record size.

✐ NOTE
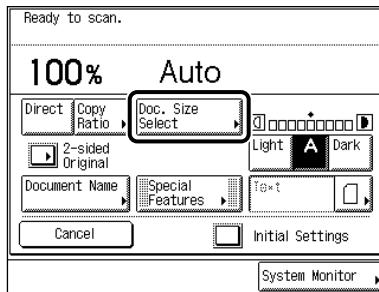- *The scanning ratio of 800% is available only when the original is placed on the platen glass.*

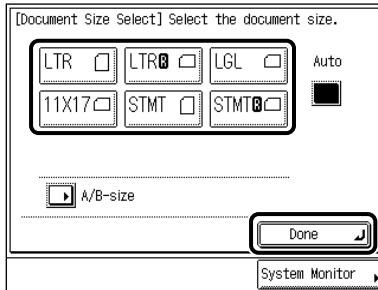## 1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Copy Ratio."

3 To reduce the image, select a reduction ratio. To enlarge the image, select an enlargement ratio, and press "Done."
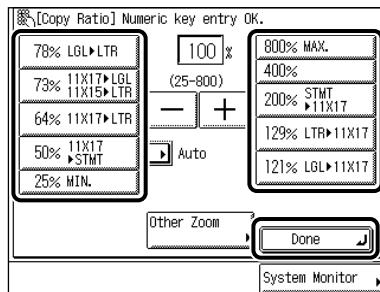
The specified mode is set and the display returns to the Scan screen.

4 Press ◎ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✐ NOTE
- *To return the ratio to 100%, press "Direct."*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the Standard Scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Specifying the Scanning Ratio by %

You can reduce or enlarge images by any scanning ratio, in 1% increments. The available scanning ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Copy Ratio."

3 Set a copy ratio by pressing "−" or "+," and press "Done."
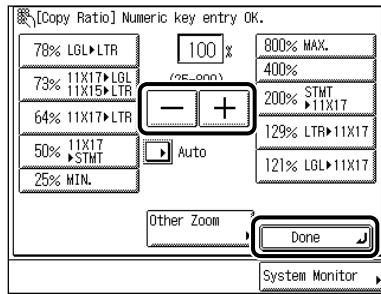
You can use (0) - (9) (numeric keys) to enter the value.

Even if you enter the ratio with (0) - (9) (numeric keys), you can change the entered values with "-" or "+."

The specified mode is set and the display returns to the Scan screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears in the screen.

🖉 NOTE
• *If you make a mistake when entering values, press (c) (Clear) and enter the correct value.*

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

🖉 NOTE
• *To return the ratio to 100%, press "Direct."*
• *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
• *To return the display to the Mail Box Selection screen, press ⟨⟩ (Reset).*

Automatically Setting the Ratio Based on the Selected Record Size (Auto)

In this mode, the machine automatically selects the appropriate scanning ratio based on the selected record size.The available scanning ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

🖐 IMPORTANT

- *You cannot scan highly transparent originals, such as transparencies, in the Auto mode. Use the Preset Zoom or Zoom Designation mode.*
- *To use the Auto mode, your originals must conform to a standard paper size.*
- *The record sizes that can be used with the Auto mode are 11" x 17", LGL, LTR, LTRR, STMT, and STMTR.*

✐ NOTE

- *If an error occurs between the Auto scanning ratio and the actual scanning size, you can adjust this with the Zoom Fine Adjustment function. (See the Reference Guide.)*
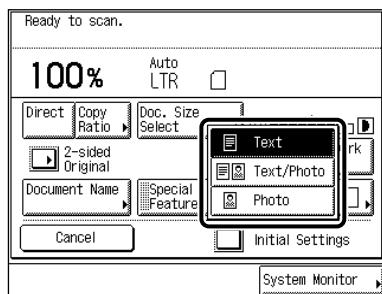
1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Copy Ratio."

3 Press "Auto."

4 Select the size you want to record in, and press "OK."

[Record Size Selection] Specify the record size.

LTR	LTRⓇ	LGL
11X17	STMT	STMTⓇ

A/B-size

Cancel OK

System Monitor

The specified mode is set and the display returns to the Scan screen.

✎ NOTE
- *To select an A or B series paper size, press "A/B-size."*

5 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✎ NOTE
- *To return the ratio to 100%, press "Direct."*
- *To cancel the setting, press "Copy Ratio" → "Auto" → "Cancel," in this order.*
- *If the original is placed on the platen glass, the zoom ratio appears when the feeder is lowered, provided that the original size can be detected.*
- *If the original is placed in the feeder, the zoom ratio appears when ⊙ (Start) is pressed.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Calculating the Scanning Ratio Based on the Original and Record Size (Zoom Program)

If you enter measurements for the original and the desired scan images (or printed sheets), the machine automatically calculates and sets the appropriate scanning ratio. The available scanning ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

✒ NOTE

- *The designated sizes are converted to the scanning ratio (%) as follows:*
  - *Scanning ratio (%) = (record size ÷ original size) x 100*

■ **Scanning with the same XY scanning ratio (Zoom):**
Designate the same scanning ratio for the vertical and horizontal directions.

■ **Scanning with different XY scanning ratios (XY Zoom):**
Designate different scanning ratios for the vertical and horizontal directions.

Scanning with the same XY scanning ratio (Zoom)

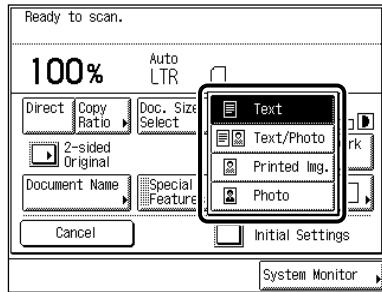*1* **Select the desired mail box number to display the Document Selection screen, and press "Scan."**

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."
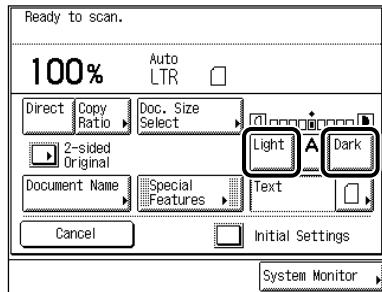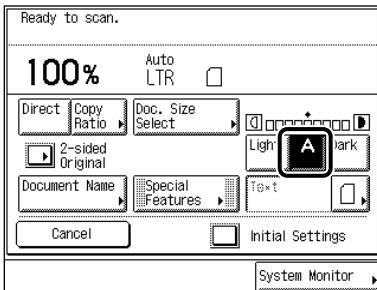
The Scan screen is displayed.

2 **Place the original, and press "Copy Ratio."**

3 **Press "Other Zoom."**
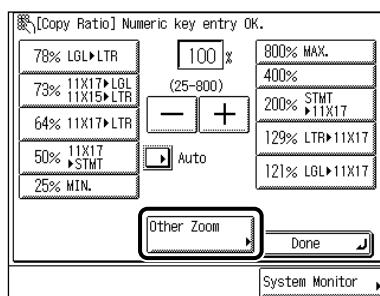
4 Press "Zoom Program."
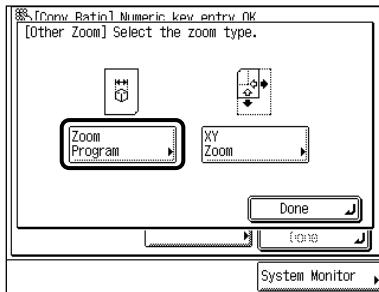
5 Press "Original Size" and enter the size → press "Record Size" and enter the size to be recorded → press "OK."

When entering values in millimeters, you can use ⓪ - ⑨ (numeric keys) and ⓒ (Clear).

The specified mode is set and the display returns to the Scan screen.

If the zoom ratio is less than 25%, a message telling you that the ratio will be adjusted to 25% appears. If it is more than 800%, a message telling you that the ratio will be adjusted to 800% appears.

✐ NOTE

- *Place the original on the platen glass if the zoom ratio is more than 400%.*
- *If you make a mistake when entering values, press* "C," *and enter the correct value.*
- *To designate the sizes of the horizontal direction (X) and the vertical direction (Y) independently, press "XY Zoom."*
- *If you want to enter values in millimeters, press "mm."*
- *For details of how to enter values in inches, see the Reference Guide.*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✎ NOTE

- *To return the ratio to 100%, press "Direct."*
- *To cancel the setting, press "Copy Ratio" → "Other Zoom"→ "Zoom Program" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Scanning with different XY scanning ratios (XY Zoom)

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Copy Ratio."

3 Press "Other Zoom."
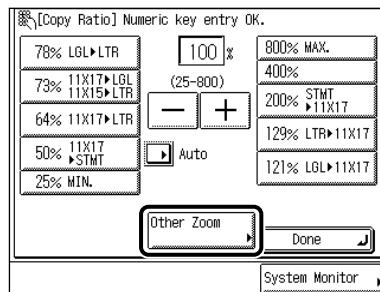
4 Press "Zoom Program."
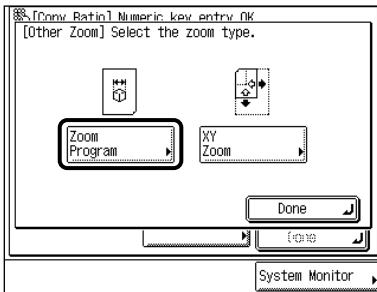
5 Press "XY Zoom."
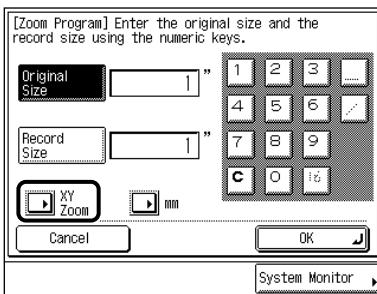
6 Press "X" (horizontal direction) then "Y" (vertical direction) for both the original size and the record size → enter each value for X and Y → press "OK."
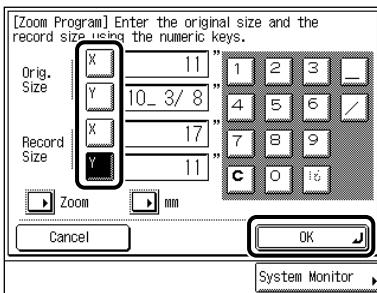
When entering values in millimeters, you can use ⓪ - ⑨ (numeric keys) and Ⓒ (Clear).

The specified mode is set and the display returns to the Scan screen.

If the zoom ratio is less than 25%, a message telling you that the ratio will be adjusted to 25% appears. If it is more than 800%, a message telling you that the ratio will be adjusted to 800% appears.

✐ NOTE

- *Place the original on the platen glass if the zoom ratio is more than 400%.*
- *If you make a mistake when entering values, press "C," and enter the correct values.*
- *To set the same values for the X and Y axes, press "Zoom."*
- *If you want to enter values in millimeters, press "mm."*
- *For details of how to enter values in inches, see the Reference Guide.*

7 Press ◉ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✐ NOTE

- *To return the ratio to 100%, press "Direct."*
- *To cancel the setting, press "Copy Ratio" → "Other Zoom"→ "Zoom Program" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⌧ (Reset).*

Enlarging/Reducing Originals at Scanning Ratios Set Independently for X and Y Axes (XY Zoom)

If you set the XY Zoom mode, you can scan an original enlarging or reducing it to different XY scanning ratios. The available scanning ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

🖑 IMPORTANT

- *You cannot scan highly transparent originals, such as transparencies, in the XY Zoom mode. Specify the scanning ratio for these originals.*

✐ NOTE

- *If an error occurs between the XY Zoom scanning and the actual scanning size, then you can adjust this with the Zoom Fine Adjustment function. (See the Reference Guide.)*

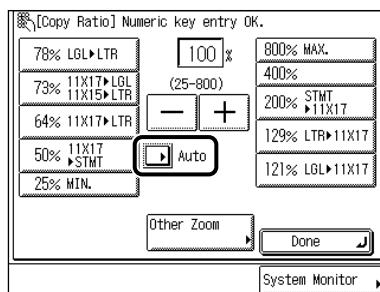## 1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."
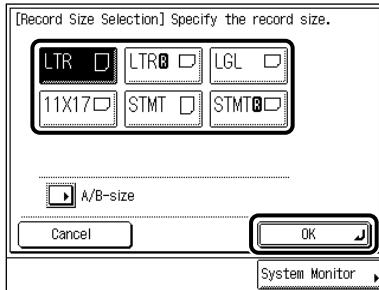
The Scan screen is displayed.

2 Place the original, and press "Copy Ratio."

📎 NOTE

• *Place the original on the platen glass if the zoom ratio is more than 400%.*

3 Press "Other Zoom."
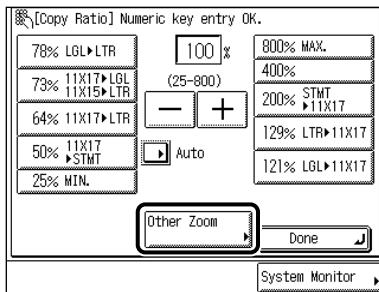
4 Press "XY Zoom."
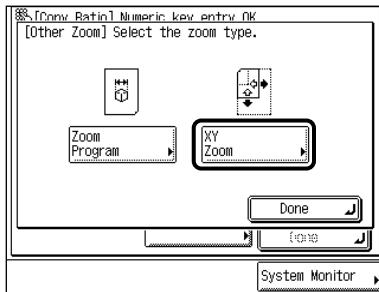
5 Press "X" and "Y" → enter each value for X and Y → press "OK."
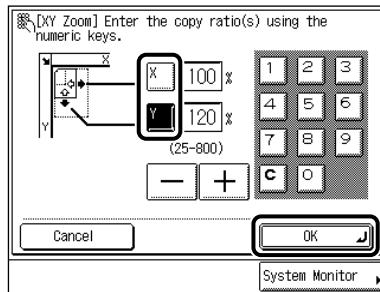
You can use ⓪ - ⑨ (numeric keys) to enter the value.

Even if you enter the copy ratio with ⓪ - ⑨ (numeric keys), you can change the entered values with "−" or "+."

The specified mode is set and the display returns to the Scan screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears in the screen.

🖉 NOTE

• *If you make a mistake when entering values, press "C," and enter the correct value.*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

🖉 NOTE

• *To return the ratio to 100%, press "Direct."*
• *To cancel the setting, press "Copy Ratio" → "Other Zoom" → "XY Zoom" → "Cancel," in this order.*
• *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
• *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Scanning Originals into a Mail Box

2

Scanning Two-sided Originals (2-sided Original)

With this function you can specify that the machine automatically turns over two-sided originals placed in the feeder to scan each side separately or that it prompts you to scan the second side of an original placed on the platen glass.

IMPORTANT

- *When the machine is operating in the Two-sided Original mode, you cannot use the Two-page Separation, Booklet Scanning or Image Combination modes.*
- *Place the original horizontally when scanning originals such as LTRR and STMTR size. If these originals are placed vertically, the back side of the print is printed upside down.*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "2-sided Original."

3 Select the type of original, and press "OK."
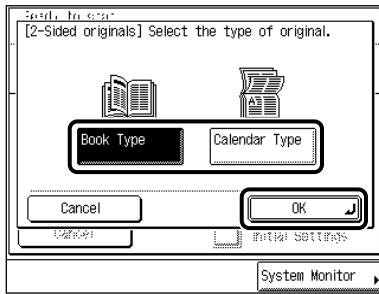
The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

When the original is placed on the platen glass, follow the instructions that appear on the display and press ⊙ (Start) once for each original. When scanning is completed, press "Done."

✎ NOTE
- *To cancel the setting, press "Special Features" → "2-sided Original" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Scanning Originals into a Mail Box

Scanning Facing Pages in a Book onto Two Separate Sheets in One Step (Two-page Separation)

With this function you can scan facing pages in a book or a magazine onto separate sheets of paper in a single operation.

✋ IMPORTANT

- *When the machine is operating in the Two-page Separation mode, you cannot use the 2-sided Original, Booklet Scanning, Different Size Originals, Binding Erase, or Image Combination modes.*
- *Place your originals on the platen glass. You cannot scan originals placed in the feeder using the Two-page Separation mode.*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

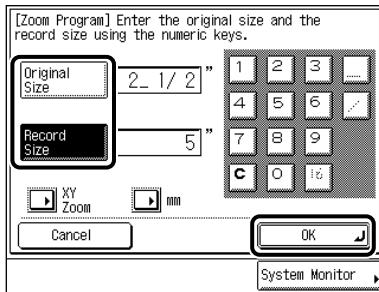The Scan screen is displayed.

2 Place the original on the platen glass → press "Special Features" → press "Two-page Separation."

To scan in page order, begin scanning from the first facing pages and work your way forward.

Place the original face down so that the original's top edge is against the top left corner of the platen glass.

3 Press "Done."
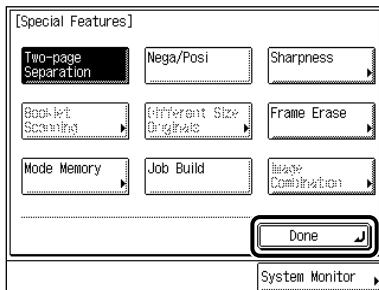
The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

📎 NOTE

- *To cancel the setting, press "Special Features" → "Two-page Separation," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

2

Scanning Originals into a Mail Box

Scanning Originals for Use as a Booklet

(Booklet Scanning)

With this function you can scan originals in such a way that, when printing the scanned data, the output paper can be easily made into a booklet. Specify the Booklet mode when printing the scanned data. (See 'Making Prints for Use as a Booklet (Booklet),' on p. 3-22.)

✋ IMPORTANT

- *When the machine is operating in the Booklet Scanning mode, you cannot use the Two-page Separation, Different Size Originals, Frame Erase, or Image Combination modes.*
- *If you place originals with vertical orientation (portrait) horizontally and scan them, the images on the even number pages are printed upside down. Place these originals vertically.*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

## 2 Place the originals → press "Special Features" → press "Booklet Scanning."

3 Select the original size, and press "Next."
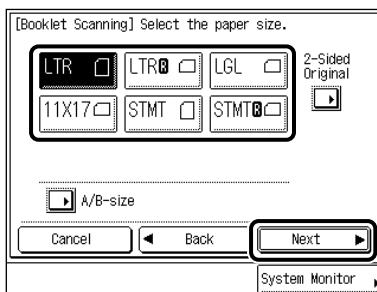
When printing two-sided originals, press "2-Sided Original" to select how the two-sided originals are stitched, and press "OK."
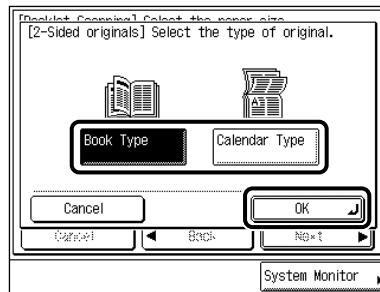
✎ NOTE

• *To select an A or B series paper size, press "A/B-size."*

4 **Select the booklet layout size → press "OK" → press "Done."**
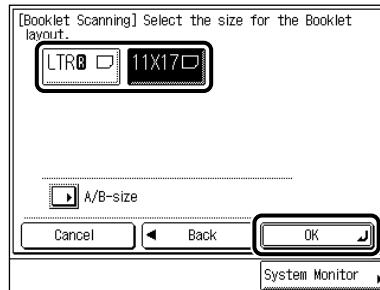
The specified mode is set and the display returns to the Scan screen.

✎ NOTE

• *To select an A or B series paper size, press "A/B-size."*

5 **Press ⊙ (Start).**

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

The originals are recorded to match half the size of the selected paper size.

When the original is placed on the platen glass, follow the instructions that appear on the display and press ⊙ (Start) once for each original. When scanning is completed, press "Done."

✎ NOTE

• *To cancel the setting, press "Special Features" → "Booklet Scanning" → "Cancel," in this order.*
• *To cancel all settings at once, press "Initial Settings." (The machine returns to the Standard Scanning mode.)*
• *To return the display to the Mail Box Selection screen, press ⟳ (Reset).*

Erasing Shadows and Frame Lines (Frame Erase)

With this function you can erase shadows and lines that appear when scanning various types of originals.

📥 IMPORTANT

- *Combinations of the Original Frame Erase, Book Frame Erase, or Binding Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.*

■ **Original Frame Erase**

Erases the dark borders and frame lines that appear around the printed paper when the original is smaller than the selected paper size, and records the original.

📥 IMPORTANT

- *When the machine is operating in the Original Frame Erase mode, you cannot use the Automatic Document Size Select, Booklet Scanning, Different Size Originals, or Image Combination modes.*

■ **Book Frame Erase**

Erases the dark borders, as well as center and contour lines that appear when printing the facing pages in a book on a single sheet of paper, and records the original.

📥 IMPORTANT

- *When the machine is operating in the Book Frame Erase mode, you cannot use the Automatic Document Size Select, Booklet Scanning, Different Size Originals, or Image Combination modes.*

■ **Binding Erase**

Erases the shadows that appear in prints from binding holes in originals, and records the original.

📥 IMPORTANT

- *When the machine is operating in the Binding Erase mode, you cannot use the Two-page Separation, or Booklet Scanning modes.*
- *Do not place originals with binding holes in the feeder, as this may damage the originals.*

Erasing Frame Lines and Storing the Original (Original Frame Erase)

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original → press "Special Features"→ press "Frame Erase."

3 Press "Original Frame Erase," and press "Next."
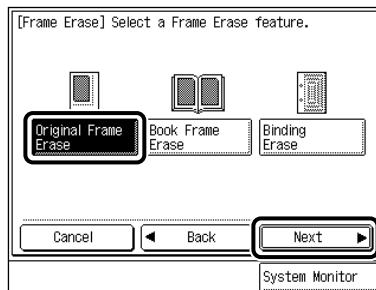
4 Select the size of the original, and press "Next."
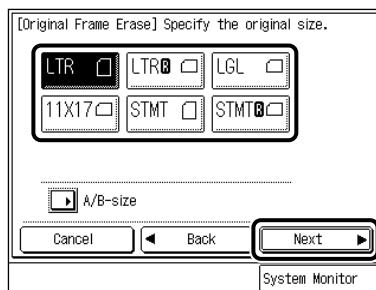
⚠ IMPORTANT

- *You can only set the Original Frame Erase mode for the original sizes shown in the touch panel display.*

✐ NOTE

- *To select an A or B series paper size, press "A/B-size."*

5 Set the desired original frame erase width using "−" or "+," and press "OK" → press "Done."
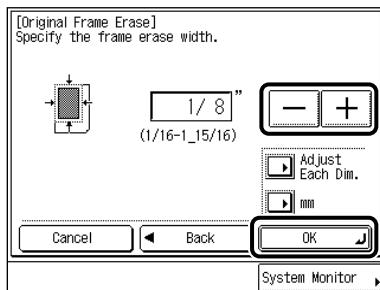
```
[Original Frame Erase]
Specify the frame erase width.

           ┌──────┐  ┌───┬───┐
     ┌─┐    │ 1/ 8 │" │ − │ + │
   → │▓│←   └──────┘  └───┴───┘
     └─┘    (1/16-1_15/16)
             ↑                    ┌─┐ Adjust
                                  │▸│ Each Dim.
                                  └─┘
                                  ┌─┐ mm
                                  │▸│
    ┌────────┐ ┌──────────┐ ┌──────────┐
    │ Cancel │ │ ◄  Back  │ │   OK   ↵ │
    └────────┘ └──────────┘ └──────────┘
                              ┌───────────────┐
                              │ System Monitor ▸│
                              └───────────────┘
```

When entering values in millimeters, you can use ⓪ - ⑨ (numeric keys) and ⓒ (Clear).

Even when you enter the values with ⓪ - ⑨ (numeric keys), you can change the values with "−" or "+."

The value set here is specified uniformly around the original. To set frame erase width values for the top, bottom, left, and right sides of the original independently, press "Adjust Each Dim."

If you press "Adjust Each Dim.," select each side of the original, and enter the value using "−" or "+" → press "OK"→ press "Done."
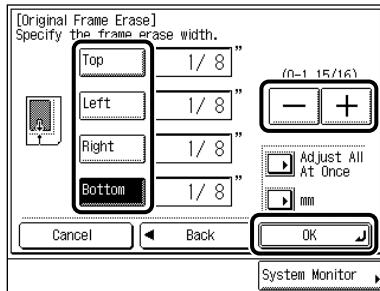
```
[Original Frame Erase]
Specify the frame erase width.

        ┌────────┐ ┌──────┐"
        │  Top   │ │ 1/ 8 │      (0-1_15/16)
        └────────┘ └──────┘
        ┌────────┐ ┌──────┐"    ┌───┬───┐
   ┌─┐  │  Left  │ │ 1/ 8 │     │ − │ + │
   │▓│  └────────┘ └──────┘     └───┴───┘
   └─┘  ┌────────┐ ┌──────┐"
    ↑   │  Right │ │ 1/ 8 │      ┌─┐ Adjust All
        └────────┘ └──────┘      │▸│ At Once
        ┌────────┐ ┌──────┐"     └─┘
        │ Bottom │ │ 1/ 8 │      ┌─┐ mm
        └────────┘ └──────┘      │▸│
                                 └─┘
    ┌────────┐ ┌──────────┐ ┌──────────┐
    │ Cancel │ │ ◄  Back  │ │   OK   ↵ │
    └────────┘ └──────────┘ └──────────┘
                              ┌───────────────┐
                              │ System Monitor ▸│
                              └───────────────┘
```

The specified mode is set and the display returns to the Scan screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears in the screen.

✐ NOTE
- *If you want to enter values in millimeters, press "mm."*
- *The default setting is 1/8" (4mm).*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✐ NOTE

- *To cancel the setting, press "Special Features"→ "Frame Erase" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⟨ ⟩ (Reset).*

Erasing the Book Frame and Storing the Original (Book Frame Erase)

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen will be displayed.

2 Place the original → press "Special Features" → press "Frame Erase."

3 Press "Book Frame Erase," and press "Next."
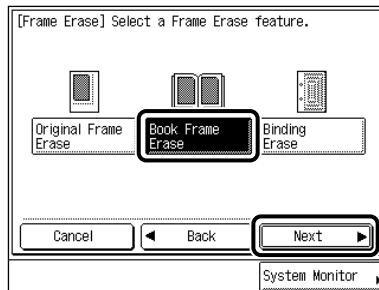
4 Select the size of the book when opened, and press "Next."

```
[Book Frame Erase] Specify the size of the book
 when opened.

  LTR  □   LTR▣ □   LGL   □
  11X17□   STMT □   STMT▣□

      ▶ A/B-size

  Cancel     ◀  Back       Next   ▶

                         System Monitor ▶
```
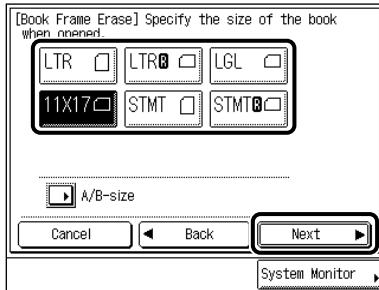
✎ NOTE

• *To select an A or B series paper size, press "A/B-size."*

5 Press each key ("Top," "Left," "Center," "Right," and "Bottom") and set the desired book frame erase width using "–" or "+," and press "OK" → press "Done."
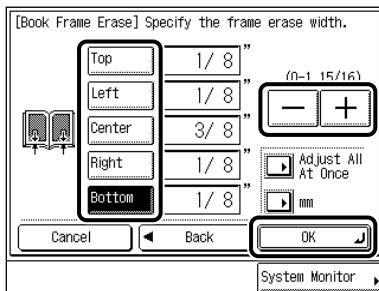
```
[Book Frame Erase] Specify the frame erase width.

      Top      1/ 8 "
                        (0-1 15/16)
      Left     1/ 8 "
                         ─   +
      Center   3/ 8 "
   📖📖
      Right    1/ 8 "      ▶ Adjust All
                             At Once
      Bottom   1/ 8 "      ▶ mm

  Cancel     ◀  Back        OK  ↵

                         System Monitor ▶
```

When entering values in millimeters, you can use ⓪ - ⑨ (numeric keys) and ⓒ (Clear).

Even when you enter the values with ⓪ - ⑨ (numeric keys), you can change the values with "–" or "+."

The values set here are specified independently around the original. To set a value uniformly around the original, press "Adjust All At Once."

If you press "Adjust All At Once," select "Sides" and "Center," and enter the value using "–" or "+" → press "OK" → press "Done."
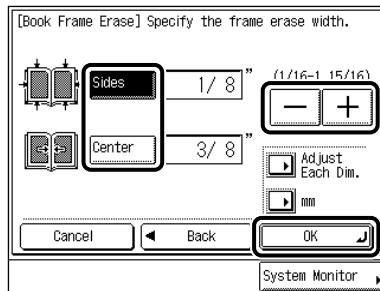
```
[Book Frame Erase] Specify the frame erase width.

  ┌─┐┌─┐ ┌──────┐ ┌──────┐  (1/16-1 15/16)
  │ ││ │ │Sides │ │ 1/ 8 │"
  └─┘└─┘ └──────┘ └──────┘   ┌───┐ ┌───┐
                             │ − │ │ + │
  ┌─┐┌─┐ ┌──────┐ ┌──────┐   └───┘ └───┘
  │ ││ │ │Center│ │ 3/ 8 │"
  └─┘└─┘ └──────┘ └──────┘   ▶│ Adjust
                                Each Dim.
                             ▶│ mm

  ┌─────────┐ ┌──  Back ┐ ┌────  OK  ──┐
  │ Cancel  │ │ ◀       │ │           ↵│
  └─────────┘ └─────────┘ └────────────┘

                          ┌─────────────────┐
                          │ System Monitor ▶│
                          └─────────────────┘
```

The specified mode is set and the display returns to the Scan screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears in the screen.

✏️ NOTE

- *If you want to enter values in millimeters, press "mm."*
- *The default settings are 3/8"(10mm) for "Center" and 1/8" (4mm) for "Top," "Left," "Right," and "Bottom."*
- *If you press "Adjust Each Dim.," and want to set the frame erase width uniformly around the original, press "Adjust All At Once."*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✏️ NOTE

- *To cancel the setting, press "Special Features" → "Frame Erase" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⌫ (Reset).*

Scanning Originals into a Mail Box

2

Erasing the Binding Holes and Storing the Original (Binding Erase)

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scanning screen is displayed.

2 Place the original on the platen glass → press "Special Features" → press "Frame Erase."

📫 IMPORTANT

• *Do not place the original in the feeder as it may become damaged.*

3 Press "Binding Erase," and press "Next."

4 Specify the binding erase feature, and press "Next."

[Binding Erase] Select a Binding Erase feature.

Top

Left → Right

Bottom

Cancel ◄ Back Next ►

System Monitor ▶
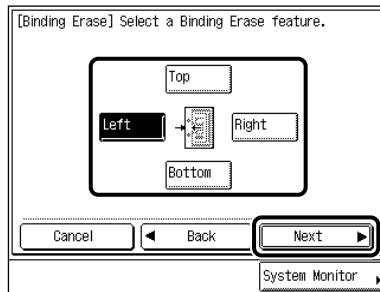
The position of the binding holes refers not to the position in which the original is placed on the platen glass, but to the position of the binding holes viewed when the surface of the original that you want to scan is face up, with its top edge aligned with the top left corner of the platen glass.

5 Set the desired binding erase width using "–" or "+" → press "OK" → press "Done."
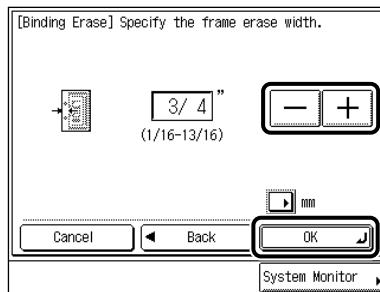
[Binding Erase] Specify the frame erase width.

3/ 4 "
(1/16-13/16)

— +

▶ mm

Cancel ◄ Back OK ◢

System Monitor ▶

When entering values in millimeters, you can use (0) - (9) (numeric keys) and (c) (Clear).

Even when you enter the values with (0) - (9) (numeric keys), you can change the values using "–" or "+."

The specified mode is set and the display returns to the Scan screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears on the screen.

✒ NOTE

- *If you want to enter values in millimeters, press "mm."*
- *The default setting is 3/4" (18mm).*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

📎 NOTE

- *To cancel the setting, press "Special Features" → "Frame Erase" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*

Reducing Two, Four, or Eight Originals to Fit on a Single Print Sheet and Storing It (Image Combination)

With this function you can automatically reduce two, four, or eight originals and record them to fit on one side or both sides of a selected paper size.

✋ IMPORTANT

- *When the machine is operating in the Image Combination mode, you cannot use the Automatic Document Size Select, Two-page Separation, Booklet Scanning, Different Size Originals, Original Frame Erase, or Book Frame Erase modes.*
- *Originals to be printed in the Image Combination mode must all be the same size. You cannot use the Image Combination mode in combination with the Different Size Originals mode.*

📎 NOTE

- *The reduction ratio is automatically set so that the originals fit on the selected print sheet size.*

■ 2 On 1

Reduces two 1-sided originals or one 2-sided original to fit on one side or both sides of the print sheet and records them.

■ 4 On 1

Reduces four 1-sided or two 2-sided originals to fit on one side or both sides of the print sheet and records them.

■ 8 On 1

Reduces eight 1-sided or four 2-sided originals to fit on one side or both sides of the print sheet and records them.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place your originals → press "Special Features" → press "Image Combination."

3 Select the size of the originals, and press "Next."
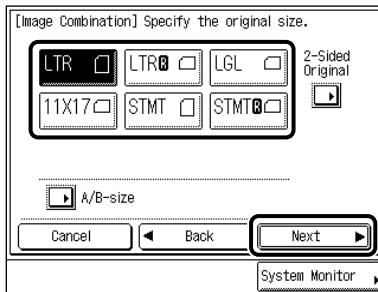
When reducing a two-sided original, press "2-Sided Original" after selecting the original size.

Press "2-Sided Original" to select the opening method, and press "OK."
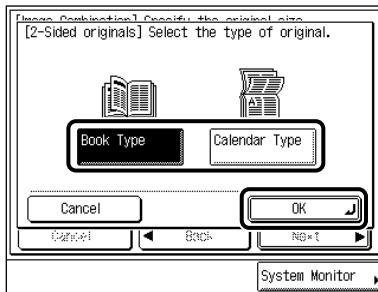
📎 NOTE
• *To select an A or B series paper size, press "A/B-size."*

4 Select the desired Image Combination feature, and press "Next."
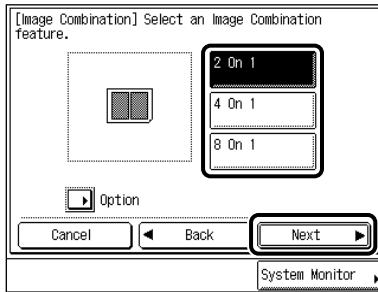
Press "Option" to select the order of image layout, and press "Done."
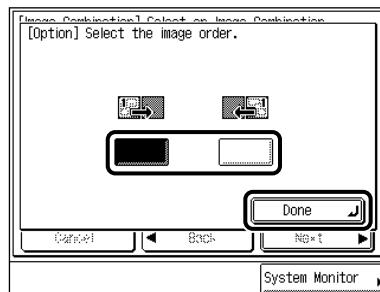
2 On 1
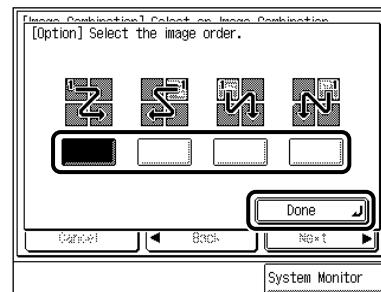
4 On 1, 8 On 1

If you do not specify "Option," the images are printed in the following order: left → right for 2 On 1; upper left → upper right → lower left → lower right for 4 On 1 or 8 On 1.

5 Select the size you want to record in → press "OK" → press "Done."
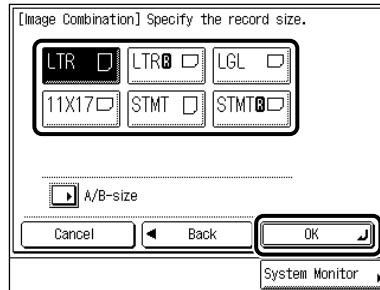
The specified mode is set and the display returns to the Scan screen.

📝 NOTE

• *To select an A or B series paper size, press "A/B-size."*

6 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

When the original is placed on the platen glass, follow the instructions that appear on the display and press ⊙ (Start) once for each original. When scanning is completed, press "Done."

The document is scanned with the reduction ratio automatically set, depending on the selected size to record.

✏ NOTE

- *To cancel the setting, press "Special Features" → "Image Combination" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⟨ ⟩ (Reset).*

Scanning Different-size Originals Together

(Different Size Originals)

With this function you can scan different-size originals of the same width, or different-size originals of different widths, together in one group.

✋ IMPORTANT

- *When the machine is operating in the Different Size Originals mode, you cannot use the Manual Document Size Select, Two-page Separation, Booklet Scanning, Original Frame Erase, Book Frame Erase, or Image Combination modes.*
- *All originals placed together in the feeder/platen glass must be the same weight (paper type).*
- *Align the top edge of the originals with the back edge of the feeder when placing different-width originals.*
- *Set the different-size originals with different width in the following combinations. Other combinations may damage the originals.*
  - *11" x 17" and LGL, LTR and LGL, LTR and LTRR.*
- *When you place different-width originals, the originals may be slightly moved when fed to the platen glass, and as a result, the images may be scanned slanted.*

---

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place your originals → press "Special Features" → press "Different Size Originals."

3 Select the type of the Different Size Originals → press "OK" → press "Done."

When you set the same-width originals, press "Same Width."

When you set different-width originals, press "Different Width."

The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

When the original is placed on the platen glass, follow the instructions that appear on the display and press ⊙ (Start) once for each original. When scanning is completed, press "Done."

✎ NOTE
• *To cancel the setting, press "Special Features" → "Different Size Originals" → "Cancel," in this order.*
• *To cancel all settings at once, press "Initial Settings." (The machine returns to the Standard Scanning mode.)*
• *To return the display to the Mail Box Selection screen, press ⦸ (Reset).*

Scanning Separately-set Originals as One Document (Job Build)

With this function you can scan originals that are too numerous to scan at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are stored as one document after all the batches have been scanned.

🖐 IMPORTANT

- *You cannot change the scan settings while scanning originals in the Job Build mode. You need to set the necessary scan settings beforehand according to the type of original and desired Finisher mode.*
- *You can change or specify the following before scanning the next originals, i.e., between jobs: the number of copies, image quality, exposure, and 2-sided mode.*
- *If you place the originals in the feeder, remove the originals sequentially from the original output area when scanning is completed.*

📌 NOTE

- *When you place different-size originals in the feeder, set the "Different size Originals" mode.*
- *To scan one-sided and two-sided originals as two-sided, set the "Two-sided Original" mode beforehand, if the first batch of original is two-sided. To scan the next original(s), set or cancel the Two-sided Original mode according to the type of original.*
- *It also is useful to store originals in a box and print them with the Merge Documents mode when you cannot prepare originals at once, or when you want to select different settings for each original. (See 'Printing Multiple Documents as One Document (Merge Documents),' on p. 3-33.)*

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."
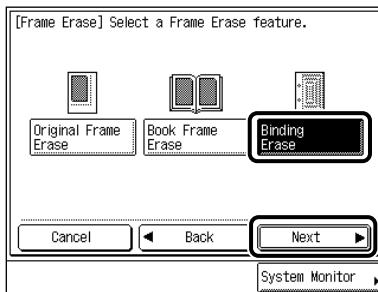
The Scan screen is displayed.

2 Place your first original, and press "Special Features."

3 Press "Job Build," and press "Done."
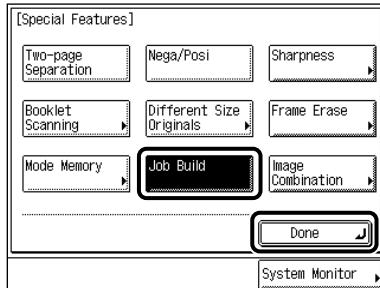
[Special Features]

Two-page Separation	Nega/Posi	Sharpness ▶
Booklet Scanning ▶	Different Size Originals ▶	Frame Erase ▶
Mode Memory ▶	Job Build	Image Combination ▶

Done ⏎

System Monitor ▶

The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

📎 NOTE

• *To cancel scanning, press "Cancel" or △ (Stop).*

5 When scanning is completed, place the next original, and press ⊙ (Start).

Change the scan settings before pressing ⊙ (Start), if necessary.
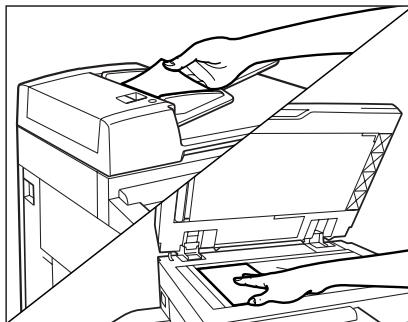
- You can adjust the Exposure and the Image Quality. (See 'Adjusting the Exposure and Image Quality Before Scanning the Originals,' on p. 2-7.)
- You can change the setting of the original type (One-sided/Two-sided). (See 'Scanning Two-sided Originals (2-sided Original),' on p. 2-24.)

- When scanning both sides of the original, press "2-sided Original."
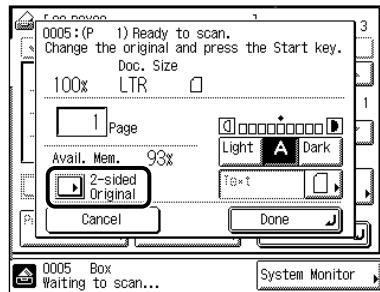
Select the type of original, and press "OK."
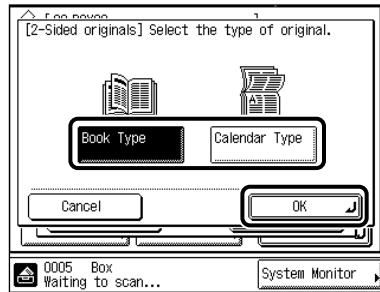
- Do not forget to set or cancel the 2-Sided Original mode according to the type of original.

Repeat this operation as necessary.

6 When the last original is scanned, press "Done."
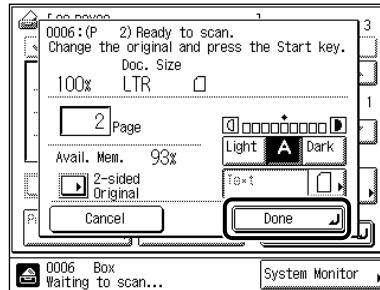
✎ NOTE

- *To cancel the setting, press "Special Features" → "Job Build," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press* ⟨⌀⟩ *(Reset).*

Inverting Original Images (Nega/Posi)

This function enables you to record the original image, inverting the black and white areas.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place the original, and press "Special Features."

3 Press "Nega/Posi," and press "Done."

```
[Special Features]

Two-page          Nega/Posi        Sharpness
Separation                                    ▶

Booklet           Different Size   Frame Erase
Scanning    ▶     Originals   ▶                ▶

Mode Memory ▶     Job Build        Image
                                   Combination ▶

                                   Done      ◢

                                   System Monitor ▶
```

The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✎ NOTE
- *To cancel the setting, press "Special Features" → "Nega/Posi," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⌫ (Reset).*

Scanning Originals After Making Them Sharply Contrasted (Sharpness)

This mode allows you to scan original images with the contrast reproduced more sharply or more softly. To scan originals with text or lines reproduced more sharply, use "High." To scan originals with photographs or other half-tones reproduced more softly, use "Low."

■ Low

If you want to scan an original containing half-tones, such as a printed photograph, using the Photo mode, moire may occur. However, by using "Low," you can soften this moire effect so that the print is easier on the eyes.

■ High

This feature enhances the edges of original images so that faint or fine text is reproduced more sharply. This feature is particularly suited to blueprints and faint pencil-drawn originals.

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Place your originals → press "Special Features" → press "Sharpness."

3 Adjust the sharpness by pressing "Low" or "High" → press "OK" → press "Done."

```
[Sharpness] Press the keys to adjust the sharpness
level.

  ▨  □□□□▪□□□□  ⬮
     ┌──────────┬──────────┐
     │ Low      │ High     │
     └──────────┴──────────┘

  ┌──────────┐        ┌──────────────┐
  │ Cancel   │        │ OK        ⏎ │
  └──────────┘        └──────────────┘
                        ┌──────────────┐
                        │System Monitor ▶│
                        └──────────────┘
```

To scan text and lines clearly, the setting should be towards "High." To scan photographs or other half-tones, the setting should be towards "Low."

The specified mode is set and the display returns to the Scan screen.

4 Press ⊙ (Start).

The machine starts scanning. (See 'Storing Originals in the Mail Box,' on p. 1-9.)

✎ NOTE

- *To cancel the setting, press "Special Features" → "Sharpness" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard scanning mode.)*
- *To return the display to the Mail Box Selection screen, press ⟲ (Reset).*

2

Scanning Originals into a Mail Box

Storing/Recalling Scanning Modes (Mode Memory)

With this function you can store up to nine settings, each setting consisting of any possible combination of the Scanning functions, in a memory key which you can name. This feature is useful when you want to store the settings used frequently.

✎ NOTE

- *The scanning modes in memory are not erased even when you turn the machine's power off.*
- *The scanning modes you can store in a memory key are: Document Name, Image Quality, Document Size Select, Scanning Exposure, Copy Ratio, 2-sided Original, Two-page Separation, Booklet Scanning, Frame Erase, Image Combination, Different Size Originals, Job Build, Nega/Posi, and Sharpness.*
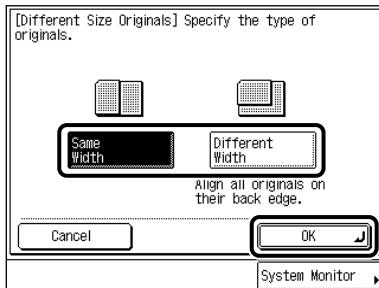
Storing Scanning Modes

1 Select the desired mail box number to display the Document selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scanning screen is displayed.

2 Set the scan settings that you want to store, in either the Scan screen or Special Features screen.
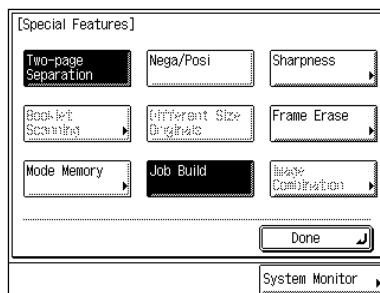
✎ NOTE

- *In the case shown above, the Two-page Separation and Job Build modes are set.*

3 Press "Special Feature," and press "Mode Memory."

4 Press "Store/Erase."
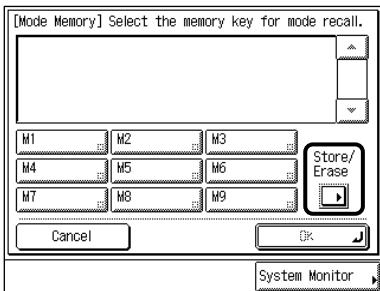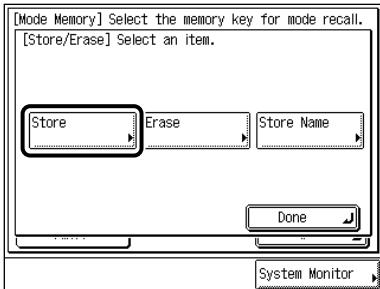

```
[Mode Memory] Select the memory key for mode recall.



 ┌────┐ ┌────┐ ┌────┐
 │ M1 │ │ M2 │ │ M3 │      Store/
 └────┘ └────┘ └────┘      Erase
 ┌────┐ ┌────┐ ┌────┐
 │ M4 │ │ M5 │ │ M6 │
 └────┘ └────┘ └────┘      ┌──┐
 ┌────┐ ┌────┐ ┌────┐      │ ▸│
 │ M7 │ │ M8 │ │ M9 │      └──┘
 └────┘ └────┘ └────┘
 ┌──────────────┐          ┌──────────┐
 │   Cancel     │          │   OK    ↵│
 └──────────────┘          └──────────┘
                          ┌──────────────┐
                          │System Monitor▸│
                          └──────────────┘
```

5 Press "Store."


```
[Mode Memory] Select the memory key for mode recall.
[Store/Erase] Select an item.


  ┌────────┐ ┌────────┐ ┌────────────┐
  │Store   │ │Erase   │ │Store Name  │
  │       ▸│ │       ▸│ │           ▸│
  └────────┘ └────────┘ └────────────┘


                      ┌──────────┐
                      │  Done   ↵│
                      └──────────┘
                          ┌──────────────┐
                          │System Monitor▸│
                          └──────────────┘
```

6 Select the desired memory key from the memory keys "M1" to "M9," and press "Next."

[Store] Select the storage location.

New

M1 M2 M3
M4 M5 M6
M7 M8 M9

Cancel   ◀ Back   Next ▶

System Monitor ▶
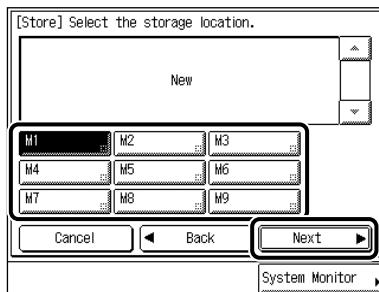
📎 NOTE

- *The mode memory key already storing scanning settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing scanning settings, the settings are displayed.*
- *If there are more stored scanning settings than are currently displayed, you can scroll the list using "▲" or "▼."*

● **If you select a memory key not already storing scanning settings:**

Select "Yes" to store scanning settings.
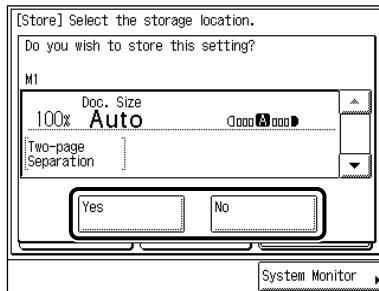
[Store] Select the storage location.

Do you wish to store this setting?

M1

Doc. Size
100% Auto   ◀◻◻◻A◻◻◻▶

Two-page
Separation

Yes   No

System Monitor ▶

Select "No" to cancel storing.

When storing is completed, the message <Stored in memory> appears for about two seconds.

The color of a memory key storing the scanning setting changes, and the stored settings are displayed.

● **If you select a memory key already storing a scanning setting:**

Select "Yes" to overwrite the stored settings.
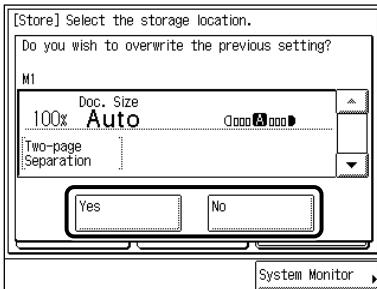
```
[Store] Select the storage location.
Do you wish to overwrite the previous setting?
M1
        Doc. Size
 100%  Auto          ◁□□□ Ⓐ □□□▷
Two-page
Separation

     Yes              No


                              System Monitor ▸
```

Select "No" to cancel storing.

When storing is completed, the message <Stored in memory> appears for about two seconds.

The color of the memory key storing the scanning settings changes, and the stored settings are displayed.

7 Press "OK," and press "Done."

The display returns to the Scan screen.

Storing a Memory Key Name

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Press "Special Features," and press "Mode Memory."

3 Press "Store/Erase."

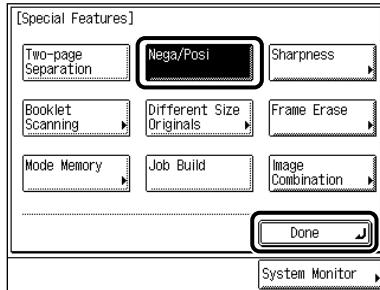[Mode Memory] Select the memory key for mode recall.

M1 ■	M2	M3
M4	M5	M6
M7	M8	M9

Store/
Erase
▶

Cancel   Ok ↵

System Monitor ▶

4 Press "Store Name."

[Mode Memory] Select the memory key for mode recall.

[Store/Erase] Select an item.

Store ▶	Erase ▶	Store Name ▶

Done ↵

System Monitor ▶

5 Select the desired memory key from the memory keys "M1" to "M9," and press "Next."

[Store Name] Select the Name storage location.

Doc. Size
100% Auto   ◁□□□Ⓐ□□□▷

Two-page
Separation

M1	M2	M3
M4	M5	M6
M7	M8	M9

Cancel   ◀ Back   Next ▶

System Monitor ▶
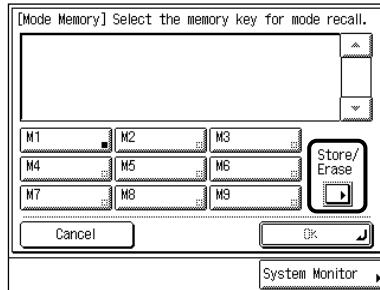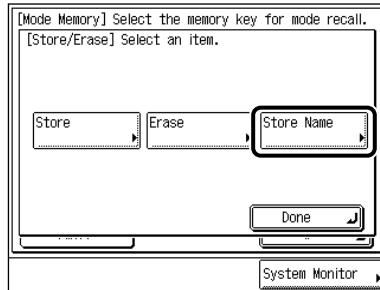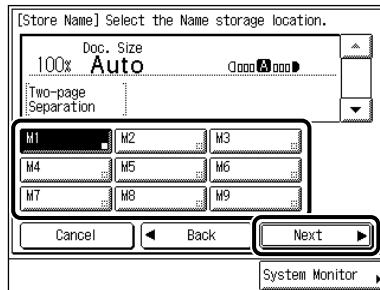
A keyboard appears on the touch panel display.

✎ NOTE

- *A mode memory key already storing scanning settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing scanning settings, the settings are displayed.*
- *If there are more stored scanning settings than are currently displayed, you can scroll the list using "▲" or "▼."*

2

6 Enter the new name, and press "OK."

```
[Store Name] (Max 10 characters)

CANON                              Alphabet

 ◄      ►     Backspace           Entry Mode

Q  W  E  R  T  Y  U  I  O  P  \

 A  S  D  F  G  H  J  K  L  ~

  Z  X  C  V  B  N  M  ,  ;  :

         Space              Shift

 Cancel    ◄  Back          OK

                        System Monitor ▸
```

The maximum number of characters you can use for the name is 10.

The name appears on the memory key.

🖉 NOTE

- *For details of how to enter characters from the touch panel display, see the Reference Guide.*
- *If you press "OK" without any characters entered, the name of the memory key returns back to its default setting, e.g., "M1" or "M2."*

7 Press "OK," and press "Done."

The display returns to the Scan screen.

Recalling Scanning Settings

1 Select the desired mail box number to display the Document Selection screen, and press "Scan."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Scan screen is displayed.

2 Press "Special Features," and press "Mode Memory."

3 **Select the memory key storing the scanning settings you want to use → confirm the stored settings → press "OK" → press "Done."**

```
[Mode Memory] Press the OK key to recall the mode.
         Doc. Size
  100%  Auto              ◁□□□🄰□□□▷
 Two-page
 Separation
 ┌────────┬────┬────┐
 │ CANON  │ M2 │ M3 │      Store/
 ├────────┼────┼────┤      Erase
 │ M4     │ M5 │ M6 │       ┌──┐
 ├────────┼────┼────┤       │ ▶│
 │ M7     │ M8 │ M9 │       └──┘
 ┌──────────┐      ┌──────────┐
 │  Cancel  │      │    OK    │
 └──────────┘      └──────────┘
                     System Monitor ▶
```
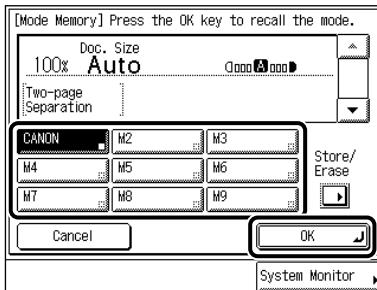
The display returns to the Scan screen.

✐ NOTE

- *Recalling scanning settings from memory cancels the current scanning settings.*
- *You can change the recalled settings before you scan your originals.*
- *If you press another memory key, the scanning settings stored in that key are recalled.*

Erasing a Scanning Setting

1 **Select the desired mail box number to display the Document Selection screen, and press "Scan."**

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."
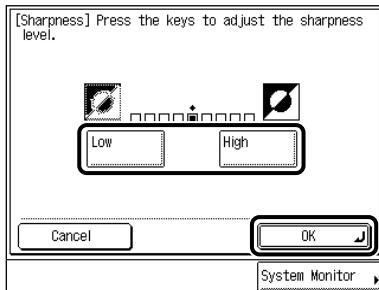
The Scan screen is displayed.

2 **Press "Special Features," and press "Mode Memory."**

3 Press "Store/Erase."
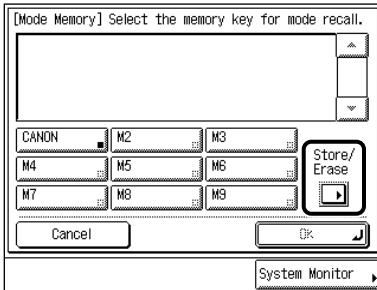
4 Press "Erase."
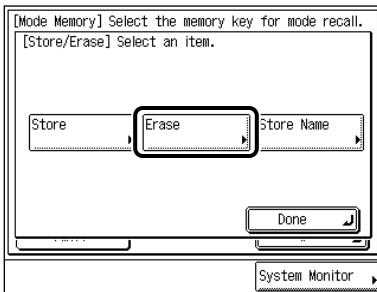
5 Select a memory key to be erased, and press "Next."
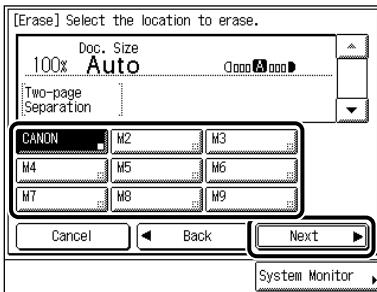
The message appears to confirm that you want to erase the printing mode.

📖 IMPORTANT

• *Check the scanning settings before you erase them.*

NOTE

- *A mode memory key already storing scanning settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing scanning settings, the settings are displayed.*
- *If there are more stored scanning settings than are currently displayed, you can scroll the list using "▲" or "▼."*

6 Press "Yes."
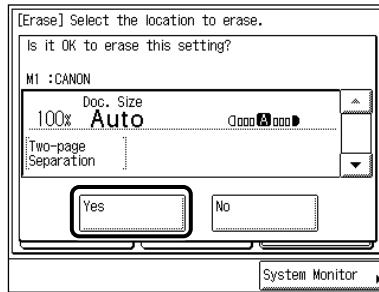
If you want to cancel erasing, press "No."

The message <Erased.> appears for about two seconds on the touch panel display.

The stored scanning mode is erased.

NOTE

- *The name of the memory key is not erased. For details of how to change the name, see 'Storing a Memory Key Name,' on p. 2-54.*

7 Press "Cancel," and press "Done."

The display returns to the Scan screen.

Using/Arranging Documents Stored in the Mail Box

3

CHAPTER

This chapter describes functions that allow you to use and arrange documents stored in a mail box.

Printing a Document in a Mail Box After Changing the Settings

With this function you can select the settings when printing documents stored in a mail box.

Selecting the Print Paper Size (Paper Select)

1 **Select the desired mail box number and document to print → press "Print" → press "Change P Settings."**

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 **Press "Paper Select."**
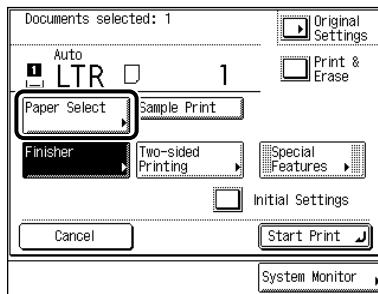
✐ NOTE
 • *When you press "Original Settings," a document recorded from a personal computer returns to the former settings specified from the computer, and a scanned document returns to the standard mode of Local Printing.*

3 Select the print paper size.
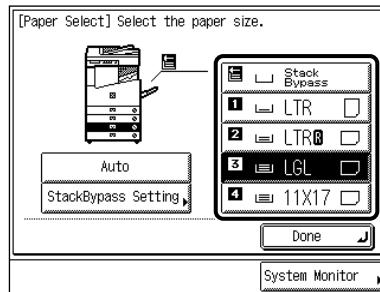
When Finisher-J1 is attached
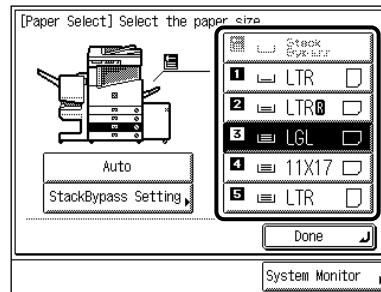
When Saddle Finisher-G1 and Paper Deck-L1 are attached

To select the stack bypass when paper is fed from the stack bypass for the current job or reserved job, press "Stack Bypass Setting."

✏️ NOTE

- *The paper sizes are displayed in the order in which they are loaded in the paper drawers.*
- *▯ displayed on the touch panel indicates that the paper is set vertically, and ▭ indicates that the paper is set horizontally. Paper sizes with the suffix <R> (such as LTRR) indicate paper placed in the paper drawer or the stack bypass horizontally.*
- *The paper sizes which are loaded in the paper drawers are shown on the display.*
- *The type of paper (color, recycled) loaded in the paper drawers can be indicated by the icons. (See the Reference Guide.)*

● **When you select "Stack Bypass Setting":**

Select the paper size, and press "Next."

Using/Arranging Documents Stored in the Mail Box

3
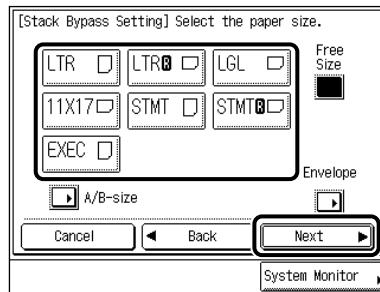
Select the type of paper, and press "OK."
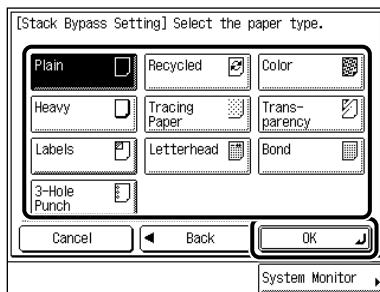
✎ NOTE

- *Some sizes/types of paper cannot be selected depending on the set mode.*
- *When placing paper other than a standard size, press "Free Size.'"*
- *When placing envelopes, press "Envelope."*
- *To select an A or B series paper size, press "A/B-size."*

4 Press "Done."
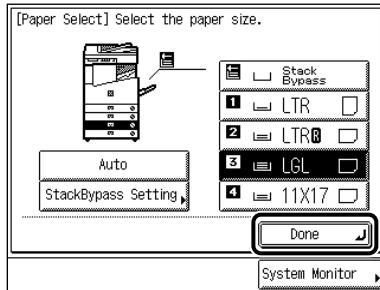
The specified mode is set and the display returns to the Print screen.

5 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✎ NOTE

- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press ⟨ ⟩ (Reset).*

Collating Prints (Finisher)

The Finisher mode can be selected to collate the copies in various ways by pages or copy sets.

✎ NOTE
- *When envelopes, tracing paper, transparencies, or labels are selected, Finisher functions cannot be set.*
- *When heavyweight paper is selected, the Staple or Hole Punch mode cannot be set.*

Below is a list of finishing functions and paper sizes available for each optional unit.

Optional units	Offset	Rotate	Staple			Hole Punch
			Corner	Double	Saddle Stitch	
None	–	✕ LTR, LTRR, STMT, STMTR	–	–	–	–
Finisher-J1	✕ 11"x17", LGL, LTR, LTRR, STMT	–	✕[*2] 11"x17": 15 sheets; LGL: 20 sheets; LTR, LTRR: 30 sheets	–	–	–
Inner 2way Tray-A1	–	✕ LTR, LTRR, STMT, STMTR	–	–	–	–
Copy Tray-F1						
Saddle Finisher-G1	✕[*1] 11"x17", LGL, LTR, LTRR, STMT	✕[*1] LTR, LTRR, STMT, STMTR	✕ 11"x17", LGL: 25 sheets; LTR, LTRR: 50 sheets	✕ 11"x17", LGL: 25 sheets; LTR, LTRR: 50 sheets	✕ 11"x17", LTRR: 10 sheets	–
Puncher Unit-K1						✕ 11"x17", LTR: 3 holes; LGL, LTRR: 2 holes

*1 If Tray A is selected as a designated tray in the Additional Functions → Common Settings → Tray Designation screen, Offset is applied. If it is not selected, Rotate is applied.
*2 Stapling position cannot be selected.

■ **When <Collate> Is Set:**

Prints are automatically collated into sets arranged in page order, and output into the trays as follows:

Selected documents
Three sets of
prints specified

Print set 1

Print set 2

Print set 3
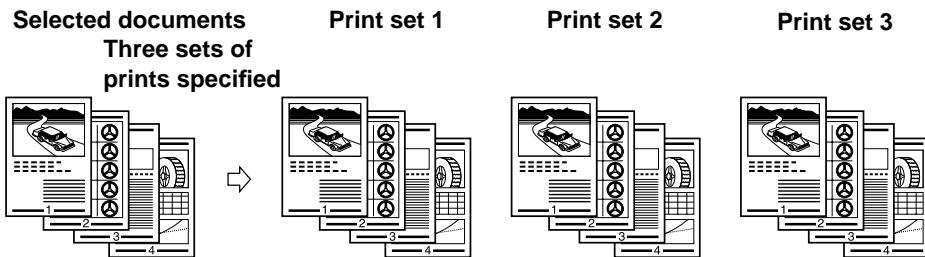
■ **When <Group> Is Set:**

All copies of the same original page are automatically collated and grouped together, and output into the trays as follows:

Selected documents
Three sets of
prints specified

Grouped prints of page 1

Grouped prints of page 2

Grouped prints of page 3

Grouped prints of page 4
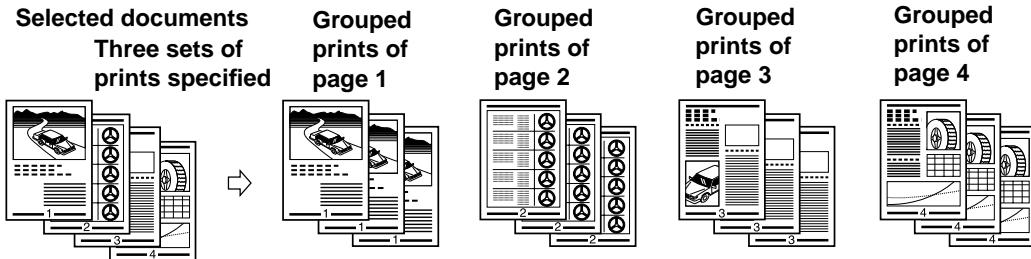
■ **When <Staple> Is Set:**

Prints are automatically collated into sets arranged in page order, automatically stapled, and output into the trays, as shown below.

• When you select "Corner" (Top Left)**:**

Selected documents
Three sets of
prints specified

Print set 1

Print set 2

Print set 3
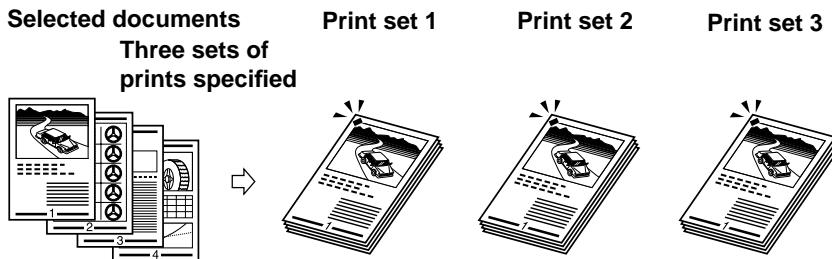
• When you select "Double" (Left)**:**

Selected documents   **Print set 1**   **Print set 2**   **Print set 3**

Three sets of prints specified
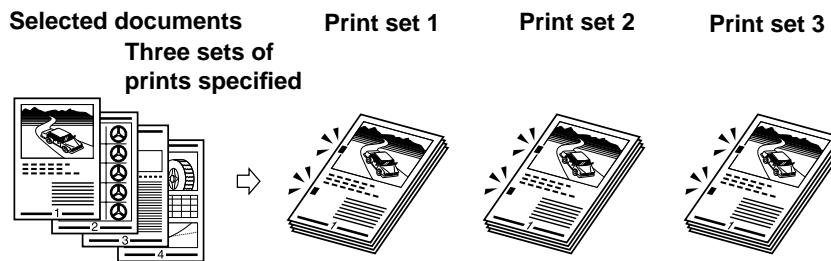
• When you select "Saddle Stitch"**:**

Selected documents   **Print set 1**   **Print set 2**   **Print set 3**

Three sets of prints specified
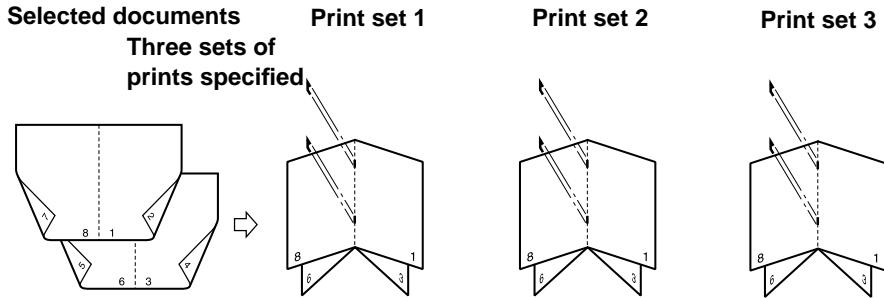
🖐 IMPORTANT

- *You cannot select the position to be stapled when the Finisher-J1 (option) is attached. (See the Reference Guide for staple position.)*
- *Folds may appear differently depending on the type of paper.*

✐ NOTE

- *You must place the completed original as a Booklet, as shown in the above illustration. (See 'Making Prints for Use as a Booklet (Booklet),' on p. 3-22.)*
- *"Saddle Stitch" can only be set when the 1▶2-Sided or 2▶2-Sided mode is selected. (See 'Printing on Two Sides (Two-sided Printing),' on p. 3-16.)*

■ **When <Non-collate> Is Set:**

When neither Collate, Group, nor Staple is set, prints are output into the trays as shown below.

Selected documents   **Prints**
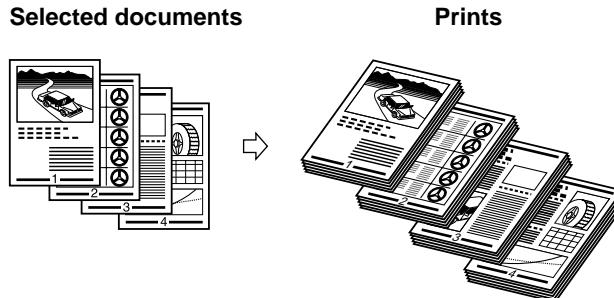
■ **When <Hole Punch> Is Set:**
The machine punches 2 or 3 holes in the printed sheets.

Selected documents   **prints**
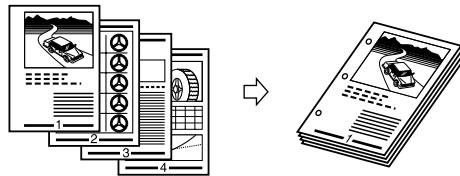
■ **When <Rotate> Is Set:**
When originals of the same size are printed, prints are automatically collated into sets arranged in page order, and are output into the output trays in alternating directions.

Selected documents   **prints**
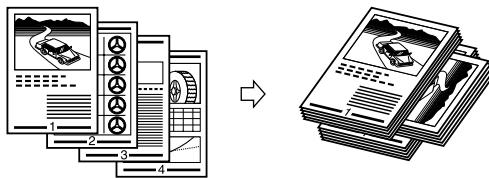
■ **When <Offset> Is Set:**
Prints are shifted to the front and back, alternately.

Selected documents   **Prints**
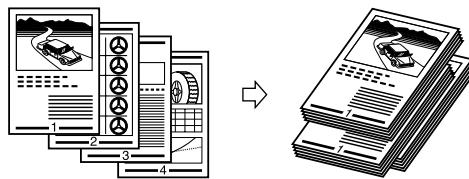
Collating Prints (Collate)

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Finisher."
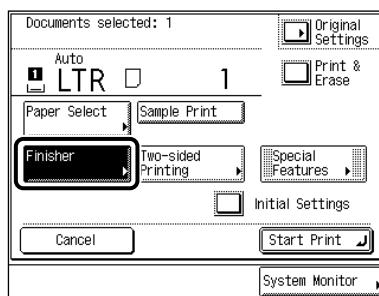
✎ NOTE
- *When you press "Original Settings," a document recorded from a personal computer returns to the former settings specified from the computer, and a scanned document returns to the standard mode of Local Printing.*

3 Press "Collate," and press "OK."

When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is selected

When Finisher-J1 is attached

When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is not selected

When no finisher is attached, or when only Inner 2way Tray-A1 is attached

When you want hole punches made, press "Hole Punch."

● **When you select "Rotate":**

When the Automatic Paper Selection is set, press "Next" → select the LTR, LTRR, STMT, or STMTR-size paper → press "OK."

Press "OK" in the following cases:

- Available paper size is selected manually.
- Available paper size is loaded in both horizontal and vertical directions.
- Drawer Eligibility for APS/ADS of the paper drawers loaded with the available paper size, is set to "On."

4 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

Grouping Prints (Group)

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Finisher."
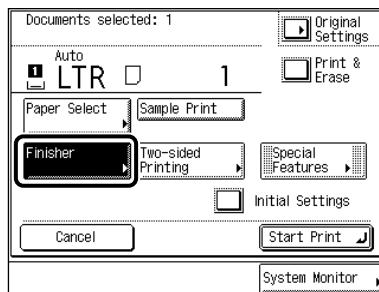
NOTE

- *When you press "Original Settings," a document recorded from a personal computer returns to the former settings specified from the computer, and a scanned document returns to the standard mode of Local Printing.*

3 Press "Group," and press "OK."

When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is selected

When Finisher-J1 is attached

When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is not selected

When no finisher is attached, or when only Inner 2way Tray-A1 is attached

When you want hole punches made, press "Hole Punch."

● **When you select "Rotate":**

When the Automatic Paper Selection is set, press "Next" → select the LTR, LTRR, STMT, or STMTR-size paper → press "OK."

Press "OK" in the following cases:

- Available paper size is selected manually.
- Available paper size is loaded in both horizontal and vertical directions.
- Drawer Eligibility for APS/ADS of the paper drawers loaded with the available paper size is set to "On."

4 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✐ NOTE

- *To cancel the setting, press "Finisher" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press ⌧ (Reset).*

Stapling Prints (Staple)

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Finisher."

3
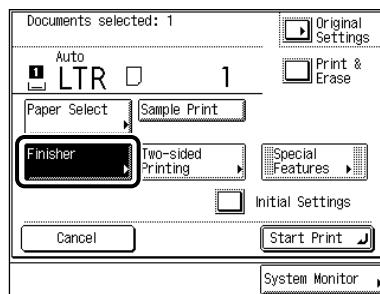
$\oslash$ NOTE

- *When you press "Original Settings," a document recorded from a personal computer returns to the former settings specified from the computer, and a scanned document returns to the standard mode of Local Printing.*

3 Press "Staple."
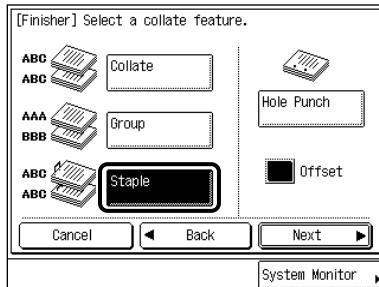
[Finisher] Select a collate feature.

ABC Collate

ABC Group

ABC Staple

Hole Punch

Offset

Cancel ◄ Back Next ►

System Monitor ▸

When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is selected

[Finisher] Select a collate feature.

ABC Collate

AAA BBB Group

ABC Staple

Offset

Cancel OK ↵

System Monitor ▸

When Finisher-J1 is attached

[Finisher] Select a collate feature.

ABC Collate

AAA BBB Group

ABC Staple

Hole Punch

Rotate

Cancel ◄ Back Next ►

System Monitor ▸
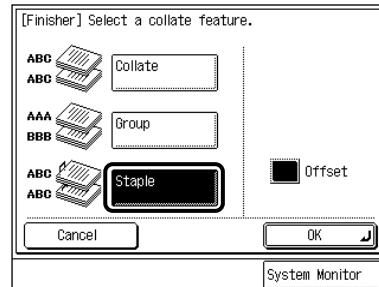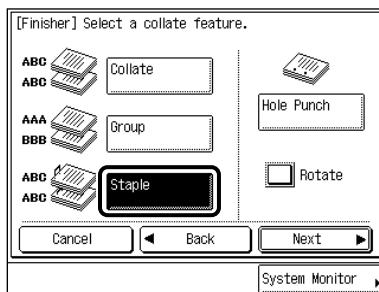
When Saddle Finisher-G1 and Puncher Unit-K1 are attached, and Tray A exit slot is not selected

When you want hole punches made, press "Hole Punch."

When Finisher-J1 (option) is attached, you cannot select the positions of the staples. See the *Reference Guide* for staple positions.

● **When you select "Staple" with the Saddle Finisher-G1 attached:**

Press "Next" → select the type of staple ("Corner," "Double," or "Saddle Stitch") → select the staple position.
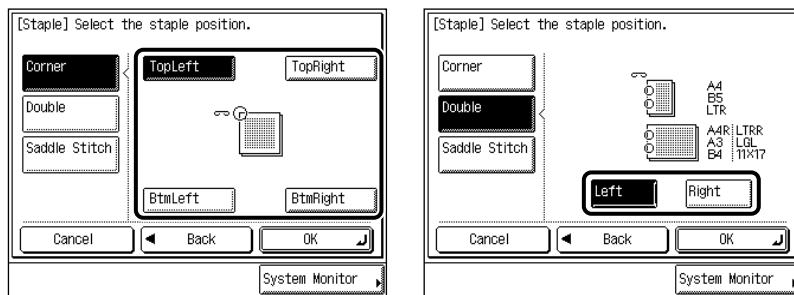
If "Saddle Stitch" is selected, follow these steps.

- Press "Next."
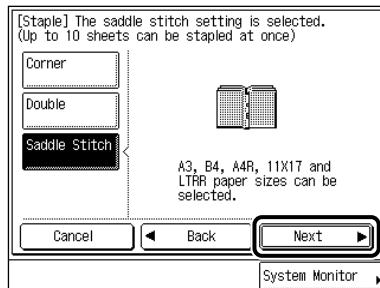
- Select the paper size, and press "OK."
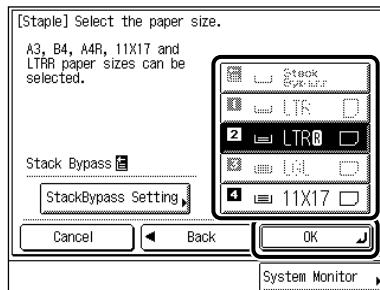
$\oslash$ NOTE

• *You can adjust the saddle stitch position. (See the Reference Guide.)*

4 Press "OK."

The specified mode is set and the display returns to the Print screen.

5 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✐ NOTE
- *To cancel the setting, press "Finisher" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press ⌧ (Reset).*

Printing on Two Sides (Two-sided Printing)

You can print the facing pages of a document stored in a mail box on both sides of a sheet.

Selected documents **Prints**
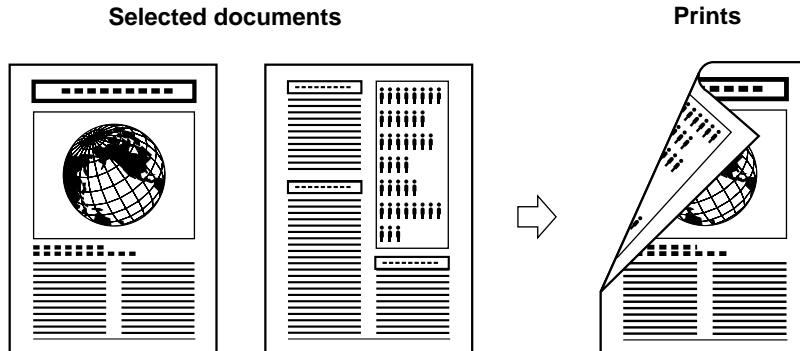
🖑 IMPORTANT
- *When the machine is operating in the Two-sided Printing mode, you cannot use the Booklet mode.*
- *Non-standard paper sizes cannot be used to make two-sided prints.*
- *There are some types of paper which may meet these specifications, but which cannot be used to print in the Two-sided Printing mode.*

✐ NOTE
- *Paper used to make two-sided prints must conform to the following specifications:*
  - *Paper size: 11"x17", LGL, LTR, LTRR, STMTR, and EXEC*
  - *Paper weight: 17-lb bond to 20-lb bond (64g/㎡ to 80g/㎡)*
- *When printing documents with an odd number of pages, the back of the last page is left blank. (The machine's counter does not count the blank page as a print.)*
- *To make two-sided prints from different size originals, specify the paper size beforehand. If not, these originals will be output as one-sided prints on a paper size which suits their individual sizes.*

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Two-sided Printing."
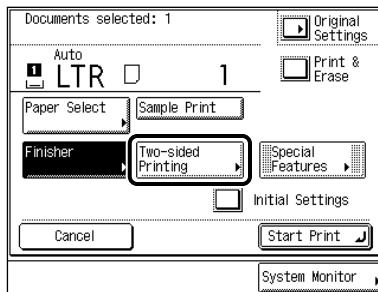
✐ NOTE
- *When you press "Original Settings," the document recorded from a personal computer returns to the former settings selected from the computer, and the scanned document returns to the standard mode of Local Printing.*

3 Select the appropriate orientation, and press "OK."
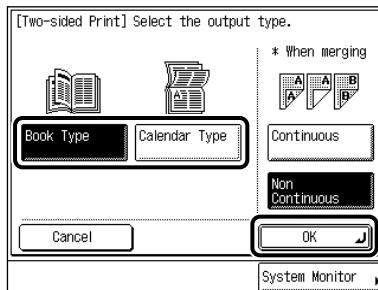
If you want to print the first page of each document on the front when documents are merged and the Finisher mode is selected (except for "Group"), press "Non Continuous." If you want to print continuously without inserting any blank sides of a page between the documents, press "Continuous."

The specified mode is set and the display returns to the Print screen.

4 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✎ NOTE

- To cancel the setting, press "Two-sided Printing" → "Cancel," in this order.
- To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)
- To return the display to the Mail Box Selection screen, press ⬭ (Reset).

Adding Job Separator Sheets, Front and Back Covers to Printed Sets (Cover/Job Separator)

When you select multiple documents and set the Merge Documents mode, you can set the machine to automatically add front and back covers, or job separator sheets, to divide each document, using a different type of paper stock from what is used for the main text.

🖑 IMPORTANT

- When the machine is operating in the Cover/Job Separator mode, you cannot use the Non-collate, Group, Offset Group, Rotate Collating, Rotate Grouping, or Booklet modes.
- You can set this mode only when you select multiple documents and set the Merge Documents mode. (See 'Printing Multiple Documents as One Document (Merge Documents),' on p. 3-33.)
- You cannot print on the front cover, back cover, or job separator sheets.
- If the Finisher-J1 (option) is attached, stapling is not possible when the total number of prints including insertion sheets exceeds 30 sheets (for LTR and LTRR size), 20 sheets (for LGL size) or 15 sheets (for 11"x17" size).
- If the Saddle Finisher-G1 (option) is attached, stapling is not possible when the total number of prints including insertion sheets exceeds 50 sheets (for LTR and LTRR size) or 25 sheets (for 11"x17" and LGL size).

■ **Front Cover**

Adds a front cover sheet to each set of print output. The cover sheet cannot be printed on.
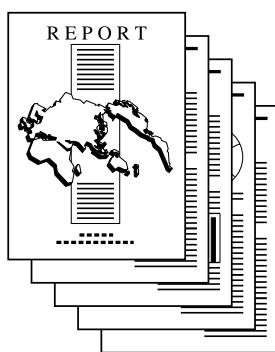
Selected documents   **Prints**
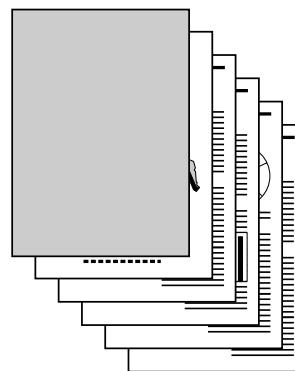
■ **Back Cover**

Adds a back cover sheet to each set of print output. The back cover cannot be printed on.
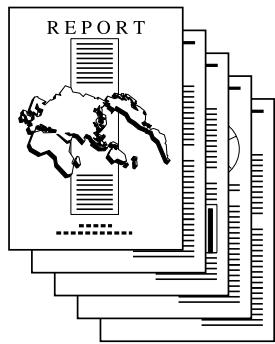
Selected documents   **Prints**
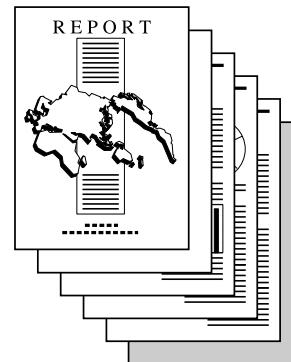
■ **Job Separator**

Inserts a sheet between the pages of print output. The Job Separator cannot be printed on.
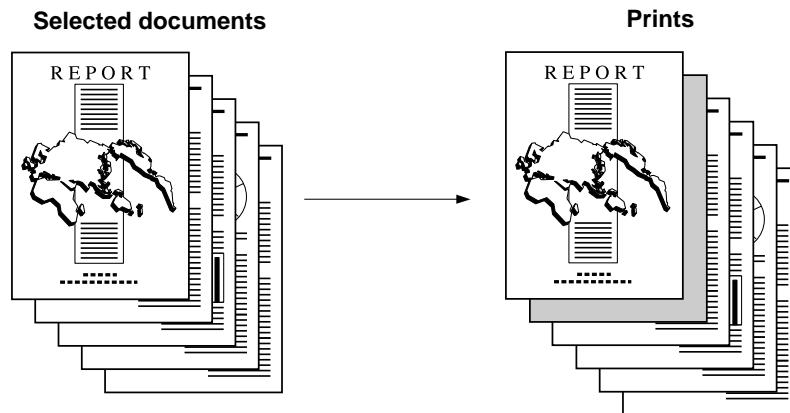
Selected documents   **Prints**

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."
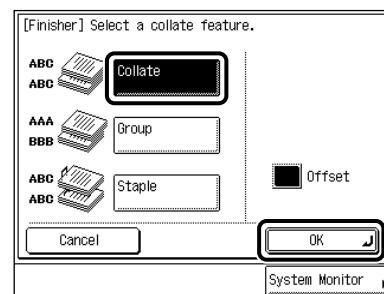
The Change Print Settings screen is displayed.

2 Press "Merge Documents" → "Special Features" → "Cover/Job Separator."
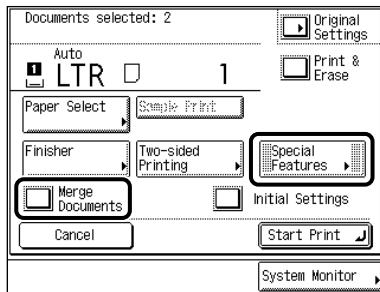
"Merge Documents" only appears when you select multiple documents.

✐ NOTE

• *When you press "Original Settings," the document recorded from a personal computer returns to the former settings specified from the computer, and the scanned document returns to the standard mode of Local Printing.*
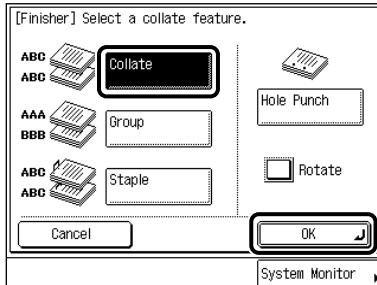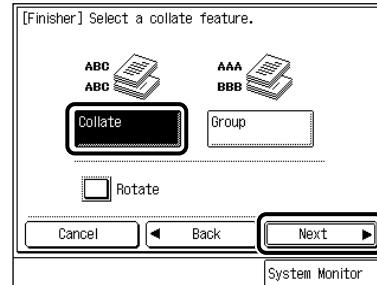
3 Select the desired Cover/Job Separator feature, and press "Next."

```
[Cover/Job Separator] Select the Cover/
Job Separator feature(s)

         Front
         Cover

         Back
         Cover

         Job Separator

  Cancel    ◄  Back      Next  ►

                          System Monitor ►
```
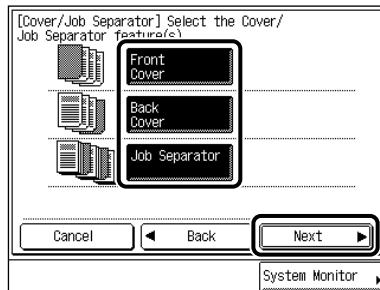
✐ NOTE

- *You cannot print on the front cover, back cover, or job separator sheets.*
- *You can cancel a mode by pressing the mode key again.*

4 Select the paper source for each insertion sheet → press "OK" → press "Done."

```
[Cover/Job Separator] Select a paper source. (The
Cover/Job Separator must all be the same size.)

   ⬛LTR  ▯  ⬛LTR  ▯  ⬛LTR  ▯

  Front      Back      Job Separator
  Cover  ►   Cover  ►            ►

  Cancel    ◄  Back      OK  ↵

                          System Monitor ►
```
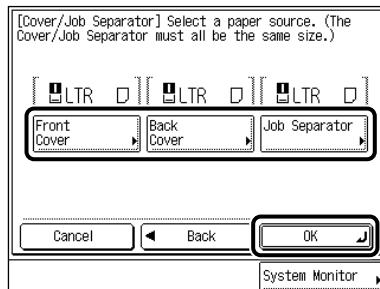
The selected mode is set and the display returns to the Change Print Settings screen.

🖑 IMPORTANT

- *Select the same paper size for the front and back covers and the job separator sheets.*
- *When a paper size is changed into another size, the other two will be changed automatically. But when only the cassette is changed, the other two sizes will not be changed, as long as the cassettes contain the same size paper.*

✐ NOTE

- *The display will vary, depending on the mode selected.*

5 Press "Start Print."

The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

NOTE
- *To cancel the setting, press "Special Features" → "Cover/Job Separator" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press ⊘ (Reset).*
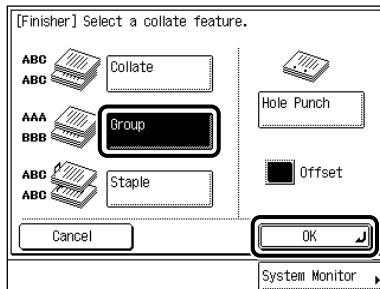
Making Prints for Use as a Booklet (Booklet)

You can make prints which can easily be made into a booklet.
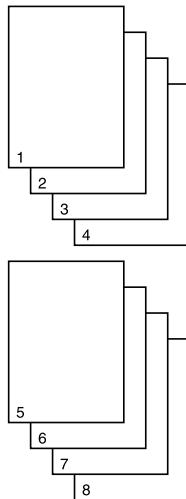
Selected documents   **Prints**
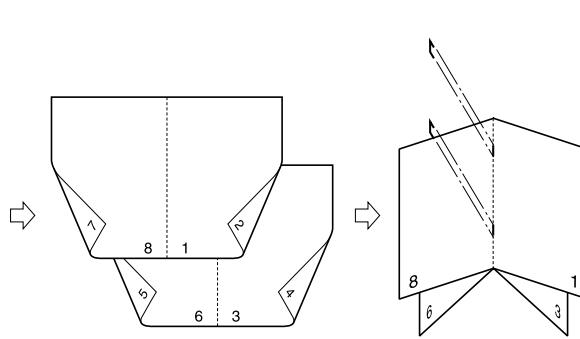
When the Saddle Finisher-G1 is attached

IMPORTANT
- *When the machine is operating in the Booklet mode, you cannot use the Collate, Two-sided Printing, or Cover/Job Separator modes.*
- *You cannot set the Booklet mode to record a size other than LTR or STMT.*
- *Saddle stitching is not performed when there is only one sheet.*
- *"Saddle Stitch" can only be specified when the Saddle Finisher-G1 (option) is attached.*
- *Folds may appear differently depending on the type of paper.*

NOTE
- *When you want to print documents for use as a booklet, we recommend that you scan the original with the Booklet Scanning mode beforehand. (See 'Scanning Originals for Use as a Booklet (Booklet Scanning),' on p. 2-28.)*

1 Select the desired box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

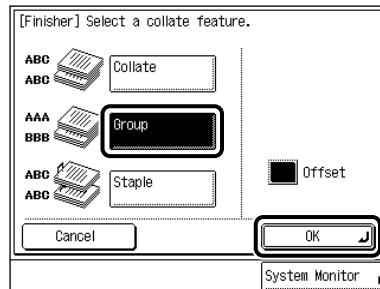The Change Print Settings screen is displayed.

2 Press "Special Features," and press "Booklet."
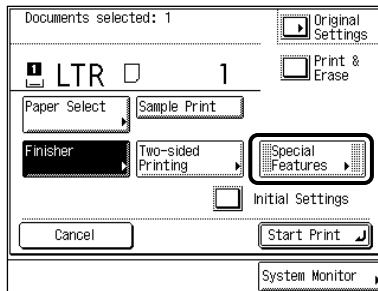
✎ NOTE

- *When you press "Original Settings," the document recorded from a personal computer returns to the former settings selected from the computer, and the scanned document returns to the standard mode of Local Printing.*

3 Select the paper size, and press "Next."
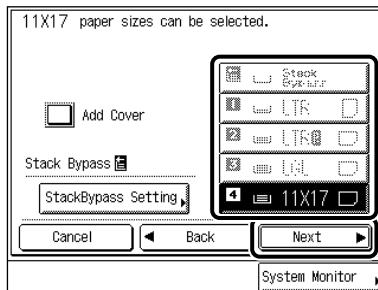
Press "OK" → "Done," and proceed to step 5 when the Saddle Finisher-G1 (option) is not attached.

11" x 17" and LTRR-size paper can be selected.

To add a cover page, press "Add Cover."

✎ NOTE

- *Insert the paper for the cover page face down in the stack bypass.*

● **When you select "Add Cover":**

Select the type of paper, and press "Next."

[Booklet] Select the Paper Type for the Cover.

Plain	Recycled	Color
Heavy	Tracing Paper	Transparency
Labels	Letterhead	Bond
3-Hole Punch		

Cancel | ◄ Back | Next ►

System Monitor
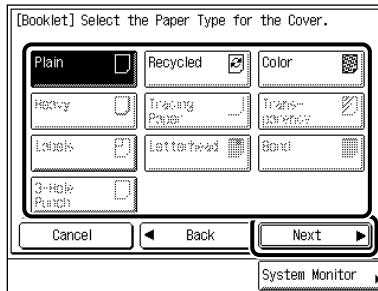
Press "OK" → "Done," and proceed to step 5 when the Saddle Finisher-G1 (option) is not attached.

📖 IMPORTANT

- *The paper used for the cover page must be the same size as the other pages.*
- *The paper used for the main text or the cover page must be from 17-lb to 20-lb bond (64g/ m^2 to 80g/m^2).*
- *You cannot print on the cover page.*
- *When you select "Add Cover," you cannot set the paper used for the main text in the stack bypass.*

4 **Select whether or not to saddle stitch the booklet → press "OK" → press "Done."**

[Booklet] Select whether or not to saddle stitch the booklet.(Up to 10 sheets can be stapled.)

Saddle stitch | Do not saddle stitch

Cancel | ◄ Back | OK

System Monitor
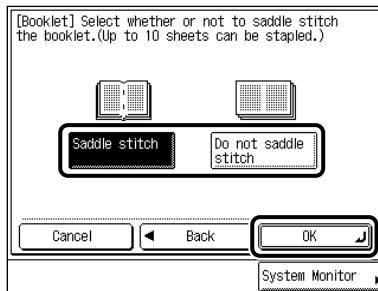
The specified mode is set and the display returns to the Print screen.

✐ NOTE

- *When the number of sheets exceeds 11, stapling is not performed, and the prints are output to the output tray.*
- *The Booklet tray can hold up to 10 sets of copies at a time for saddle-stitching.*

5 Press "Start Print."
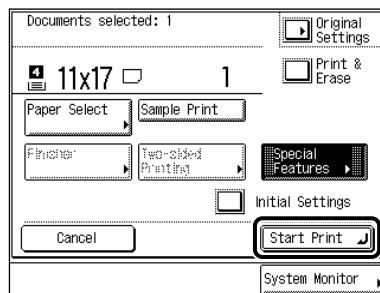
The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✎ NOTE

- *To cancel the setting, press "Special Features" → "Booklet" → "Cancel," in this order.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press* ⊘ *(Reset).*

Storing/Recalling Printing Modes (Mode Memory)

With this function you can store up to nine settings, each setting consisting of any possible combination of the Print functions, in a memory key which you can name. This feature is useful when you want to store the settings used frequently.

✎ NOTE

- *The printing modes in memory are not erased even when you turn the machine's power off.*
- *The printing modes you can store in a memory key are: Sample Print, Finisher, Two-sided Printing, Booklet, Cover/Job Separator, and Merge Documents.*

Storing Printing Modes

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

Using/Arranging Documents Stored in the Mail Box

3

2 Specify the print settings that you want to store in the Change Print Settings screen or Special Features screen.

```
[Special Features]



Cover/Job         Booklet       Mode Memory
Separator
* When merging



                                Done

                                System Monitor
```

✎ NOTE

• *In the case shown above, the Booklet mode is set.*

3 Press "Special Feature," and press "Mode Memory."
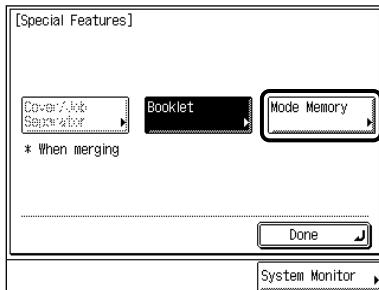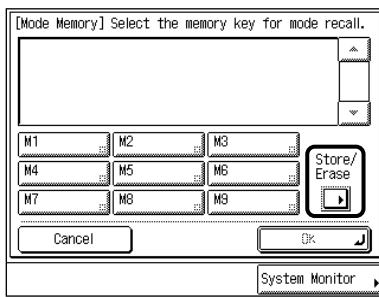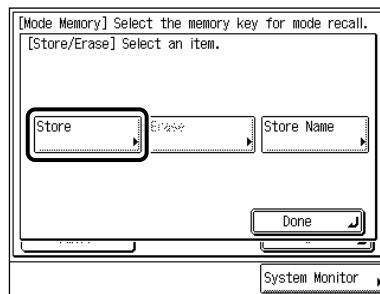
```
[Special Features]



Cover/Job         Booklet       Mode Memory
Separator
* When merging



                                Done

                                System Monitor
```

4 Press "Store/Erase."

```
[Mode Memory] Select the memory key for mode recall.



M1    M2    M3
                        Store/
M4    M5    M6          Erase

M7    M8    M9

Cancel                  Ok

                        System Monitor
```

5 Press "Store."

[Mode Memory] Select the memory key for mode recall.
[Store/Erase] Select an item.

Store | Erase | Store Name

Done

System Monitor

6 Select the desired memory key from the memory keys "M1" to "M9," and press "Next."

[Store] Select the storage location.

New

M1 | M2 | M3
M4 | M5 | M6
M7 | M8 | M9

Cancel | ◄ Back | Next ►

System Monitor
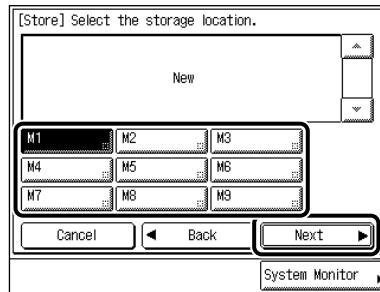
✐ NOTE

- *The mode memory key already storing print settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing print settings, the settings are displayed.*
- *If there are more stored print settings than are currently displayed, you can scroll the list using "▲" or "▼."*

● **If you select a memory key not already storing print settings:**

Select "Yes" to store print settings.
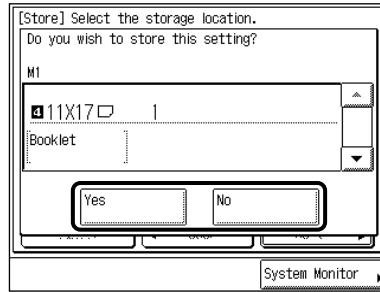
[Store] Select the storage location.
Do you wish to store this setting?

M1

■ 11X17 ☐   1
Booklet

Yes | No

System Monitor

Select "No" to cancel storing.

When storing is completed, the message <Stored in memory> appears for about two seconds.

The color of a memory key storing the print settings changes, and the stored settings are displayed.

● **If you select a memory key already storing print settings:**

Select "Yes" to overwrite the stored settings.

```
[Store] Select the storage location.
Do you wish to overwrite the previous setting?

M1

 ▣11X17▭    1
 Booklet

        Yes              No


                                    System Monitor ▸
```
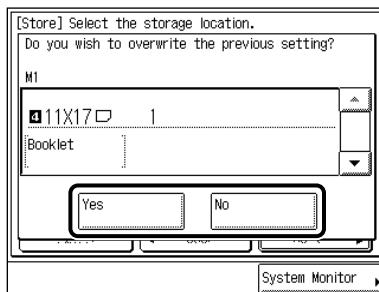
Select "No" to cancel storing.

When storing is completed, the message <Stored in memory> appears for about two seconds.

The color of a memory key storing the print settings changes, and the stored settings are displayed.

7 **Press "OK," and press "Done."**

The display returns to the Change Print Settings screen.

Storing a Memory Key Name

1 **Select the desired mail box number and document to print → press "Print" → press "Change P Settings."**

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 **Press "Special Features," and press "Mode Memory."**

3 Press "Store/Erase."

[Mode Memory] Select the memory key for mode recall.

M1	M2	M3	
M4	M5	M6	Store/ Erase
M7	M8	M9	

Cancel   Ok

System Monitor

4 Press "Store Name."

[Mode Memory] Select the memory key for mode recall.
[Store/Erase] Select an item.

Store	Erase	Store Name

Done

System Monitor
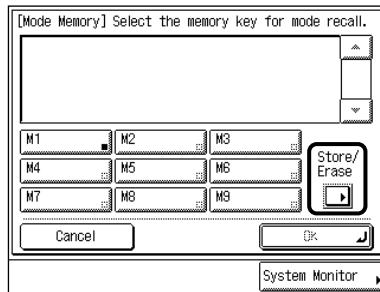
5 Select the memory key ("M1" to "M9") to which you want to store a name, and press "Next."

[Store Name] Select the Name storage location.

◼11X17   1
Booklet

M1	M2	M3
M4	M5	M6
M7	M8	M9

Cancel   ◀ Back   Next ▶

System Monitor
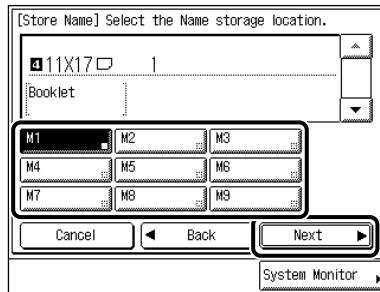
A keyboard appears in the touch panel display.

📝 NOTE
- *A mode memory key already storing print settings shows a small, black square (◼) in the lower right corner.*
- *If you select a memory key already storing print settings, the settings are displayed.*
- *If there are more stored print settings than are currently displayed, you can scroll the list using "▲" or "▼."*

6 Enter the new name, and press "OK."

[Store Name] (Max 10 characters)

CANON   Alphabet

◄   ►   Backspace   Entry Mode

Q W E R T Y U I O P \
A S D F G H J K L ~
Z X C V B N M , ; :
Space   Shift

Cancel   ◄ Back   OK ◄┘

System Monitor ►
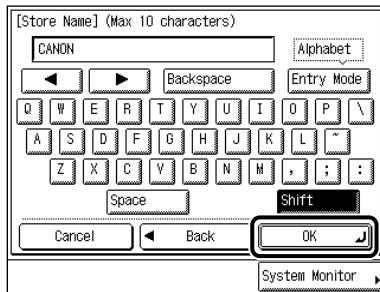
The maximum number of characters you can use for the name is 10.

For details of how to enter characters from the touch panel display, see the *Reference Guide*.

The name appears on the memory key.

🖉 NOTE
- *If you press "OK" without any characters entered, the name of the memory key returns to its default setting, e.g., "M1" or "M2."*

7 Press "OK," and press "Done."

The display returns to the Change Print Settings screen.

Recalling a Printing Mode

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Special Features," and press "Mode Memory."

3 Select the memory key storing the print settings you want to use → confirm the stored settings → press "OK" → press "Done."

```
[Mode Memory] Press the OK key to recall the mode.

 ◼11X17 ▭    1
 Booklet

 CANON    M2    M3
                         Store/
 M4       M5    M6       Erase

 M7       M8    M9       ▶

     Cancel          OK

                     System Monitor ▶
```

The display returns to the Change Print Settings screen.

📎 NOTE

- *Recalling print settings from memory cancels the current print settings.*
- *You can change the recalled settings before you print your originals.*
- *If you press another memory key, the print settings stored in that key are recalled.*

Erasing a Print Setting

1 Select the desired mail box number and document to print → press "Print" → press "Change P Settings."

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Change Print Settings screen is displayed.

2 Press "Special Features," and press "Mode Memory."

3 Press "Store/Erase."

```
[Mode Memory] Select the memory key for mode recall.




 CANON    M2    M3
                         Store/
 M4       M5    M6       Erase

 M7       M8    M9       ▶

     Cancel          OK

                     System Monitor ▶
```

4 Press "Erase."

```
[Erase] Select the location to erase.
[Store/Erase] Select an item.



 Store  ▸   Erase  ▸   Store Name ▸


                        Done  ↵

                          System Monitor ▸
```

5 Select a memory key to be erased, and press "Next."

```
[Erase] Select the location to erase.

 ◨11X17▭     1                      ▲
 Booklet                            ▼

 CANON    M2      M3
 M4       M5      M6
 M7       M8      M9

 Cancel   ◂  Back    Next ▸

                          System Monitor ▸
```
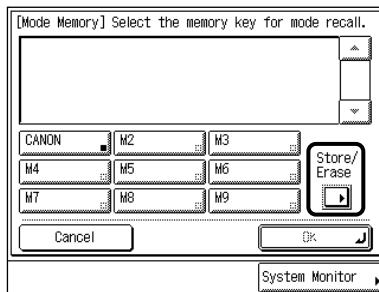
The message appears to confirm that you want to erase the printing mode.

🖑 IMPORTANT

• *Check the print settings before you erase them.*

✐ NOTE

• *A mode memory key already storing print settings shows a small, black square (■) in the lower right corner.*
• *If you select a memory key already storing print settings, the settings are displayed.*
• *If there are more stored print settings than currently displayed, you can scroll the list using "▲" or "▼."*
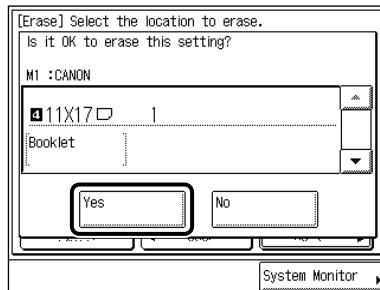
6 Press "Yes."

If you want to cancel erasing, press "No."

The message <Erased.> appears for about two seconds on the touch panel display.

The stored print mode is erased.

✎ NOTE

• *The name of the memory key is not erased. For details of how to change the name, see 'Storing a Memory Key Name,' on p. 2-54.*

7 Press "Cancel," and press "Done."

The display returns to the Change Print Settings screen.

Printing Multiple Documents as One Document (Merge Documents)

You can print multiple documents, such as scanned documents and documents sent from a computer, as one document if they are stored in the same mail box. This mode enables you to combine documents with different settings into one document, and is useful when you want to print the following kinds of documents:

• When printing and stapling data created with different software, or data made by multiple users into one document.

• When printing paste-up or transparency originals, and data sent from a computer into one document with the Booklet mode setting.

🖐 IMPORTANT

• *You can set this mode only when you select multiple documents.*

✎ NOTE

• *When you use this function to combine documents, the settings for each document are cleared, and prints are made with the standard mode settings. When printing is completed, the settings of each document return to the settings selected when the documents were stored.*

• *You can change the settings of the standard mode. (See the Reference Guide.)*

1 Select the desired mail box number → specify documents in the order to be merged → press "Print."
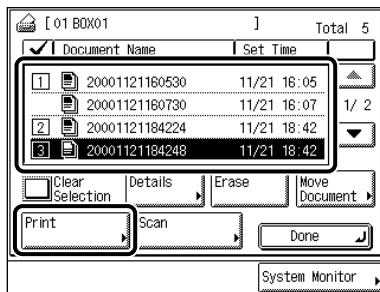
```
┌─────────────────────────────────────────┐
│ 📠 [ 01 BOX01          ]     Total  5    │
│ ┌─────────────────────────────────────┐ │
│ │ ✓ │ Document Name    │ Set Time    │ │
│ │ ┌──────────────────────────────┐    │ │
│ │ │1 📄 20001121160530  11/21 16:05│ ▲  │ │
│ │ │  📄 20001121160730  11/21 16:07│1/ 2│ │
│ │ │2 📄 20001121184224  11/21 18:42│ ▼  │ │
│ │ │3 📄 20001121184248  11/21 18:42│    │ │
│ │ └──────────────────────────────┘    │ │
│ ┌────────┬────────┬───────┬─────────┐  │
│ │☐Clear  │Details │Erase  │Move     │  │
│ │ Selection│    ▶ │       │Document▶│  │
│ └────────┴────────┴───────┴─────────┘  │
│ ┌──────┬──────┬──────────┐             │
│ │Print │Scan  │  Done   ↵│             │
│ │    ▶ │    ▶ │          │             │
│ └──────┴──────┴──────────┘             │
│                    ┌──────────────┐     │
│                    │System Monitor▶│     │
└─────────────────────────────────────────┘
```

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

When you press "Select All," you can select all documents in the mail box. ("Select All" changes to "Clear Selection" when you press the key.)

The selected documents are numbered in the order specified.

✐ NOTE
- *You can cancel a selection by pressing the document again.*
- *When you press "Clear Selection," you can cancel all selected documents. ("Clear Selection" changes to "Select All" when you press the key.)*

2 Press "Change P Settings."
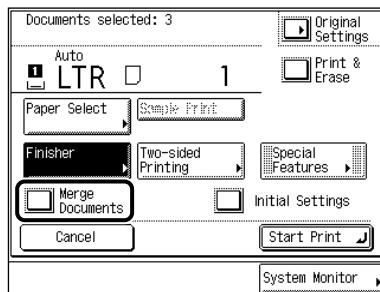
```
┌─────────────────────────────────────────┐
│ Documents selected: 3      ┌──────────┐ │
│                            │▶☐Change P │ │
│                            │  Settings │ │
│              1             ┌──────────┐ │
│                            │ ☐Print & │ │
│         ┌──────────┐       │   Erase  │ │
│         │Sample Print│                   │
│         └──────────┘                     │
│                            ┌──────────┐ │
│                            │Change The│ │
│                            │Copies   ▶│ │
│  ┌──────────┐              ┌──────────┐ │
│  │  Cancel  │              │Start Print↵│ │
│  └──────────┘              └──────────┘ │
│                    ┌──────────────┐     │
│                    │System Monitor▶│     │
└─────────────────────────────────────────┘
```

3 Press "Merge Documents."

4 Press "Start Print."
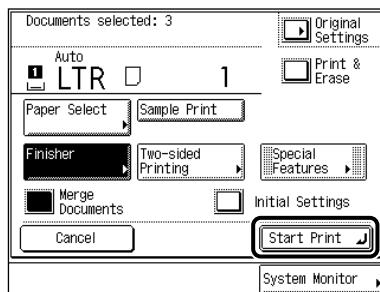
The machine starts printing. (See 'Printing Documents Stored in the Mail Box,' on p. 1-13.)

If there is a current job or reserved job, the machine starts printing after that job is completed.

✎ NOTE

- *While printing merged documents, only the name of the document specified first is displayed in the screen.*
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *To return the display to the Mail Box Selection screen, press* ⌫ *(Reset).*

Checking the Print Result or the Image of the Stored Document (Sample Print)

With this function you can print one set when you want to check the image before printing, or when you want to check the settings and the image data of the document stored in a mail box.

IMPORTANT
- *"Sample Print" only appears when you set the Collate, Offset Collate, Staple, or Rotate Collating mode. This key does not appear when the Group mode is set.*
- *In addition, when you select multiple documents, this key does not appear unless you set the Merge Documents mode.*

NOTE
- *You can make a sample print even when the number of print sets is one.*
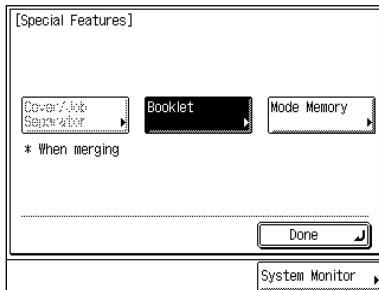
1 **Select the desired mail box number and document to print → press "Print" → press "Change P Settings."**

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

The Print screen is displayed.

2 **Press "Sample Print," and press "Start Print."**
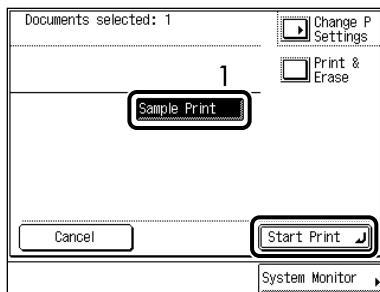
The sample set printing starts, and one print set is made.

The printing quantity that you request is not changed when the sample set is made.

3 Check the prints, and press "Start Print," "Cancel," or "Change Settings."

```
Rem................................8%
N┌─ 0005:Finished printing Sample Print. ──┐
 │                                          │
 │  Make the remaining prints?              │
 │  (If you want to make new settings,      │17
 │  select Change Settings.)                │
 │                                          │
 │  ┌─┐ Change                              │
 │  │▶│ Settings                            │
 │  └──────────┐      ┌──────────────┐      │
 │  │ Cancel   │      │ Start Print ◢│      │
 │  └──────────┘      └──────────────┘      │
 └──────────────────────────────────────────┘
📠 0005  Box                    ┌───────────────┐
   Waiting to print...          │System Monitor▶│
                                └───────────────┘
```
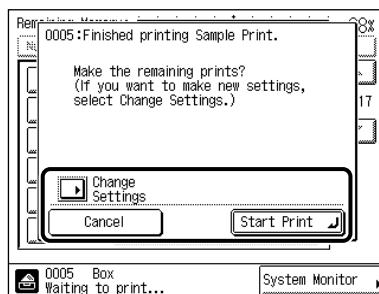
To print the remaining sets, press "Start Print."

To cancel printing, press "Cancel."

To change print settings, press "Change Settings"→ press "Change P Settings" → change the desired settings → press "Done."

```
┌────────────────────────────────────────────────┐
│ Documents selected: 1              ┌─┐ Original │
│                                    │▶│ Settings │
│   Auto                             ┌─┐ Print &  │
│ ▯ LTR □           1                │ │ Erase    │
│ ─────────────────────                           │
│ ┌────────────┐                                  │
│ │Paper Select│                                  │
│ └────────────┘                                  │
│ ┌────────┐ ┌─────────┐   ┌─────────┐            │
│ │Finisher│ │Two-sided│   │Special  │            │
│ │       ▶│ │Printing▶│   │Features▶│            │
│ └────────┘ └─────────┘   └─────────┘            │
│                    ┌─┐ Initial Settings         │
│                    │ │                          │
│                    └─┘  ┌──────────┐            │
│                         │  Done   ◢│            │
│                         └──────────┘            │
📠 0005  Box                    ┌───────────────┐ │
   Waiting to print...          │System Monitor▶│ │
                                └───────────────┘ │
└──────────────────────────────────────────────────┘
```
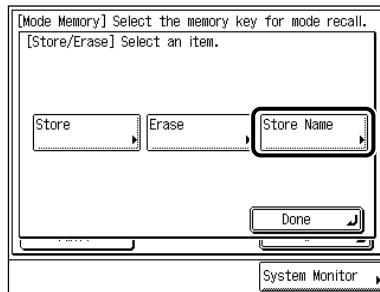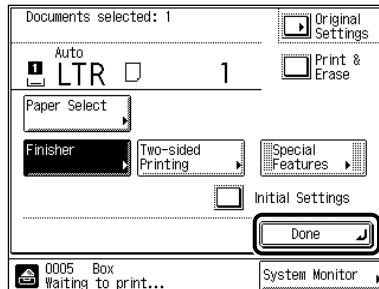
- To change the number of copies, use ⓪ - ⑨ (numeric keys).
- To select the print paper, press "Paper Select." (See 'Selecting the Print Paper Size (Paper Select),' on p. 3-2.)
- To collate the prints, press "Finisher." (See 'Collating Prints (Finisher),' on p. 3-5.)
- To make two-sided prints, press "Two-sided Printing." (See 'Printing on Two Sides (Two-sided Printing),' on p. 3-16.)
- To make a Booklet, press "Special Features" → press "Booklet." (See 'Making Prints for Use as a Booklet (Booklet),' on p. 3-22.)
- To select Mode Memory, press "Special Features" → "Mode Memory." (See 'Storing/ Recalling Printing Modes (Mode Memory),' on p. 3-25.)

✏ NOTE
- *To cancel all settings at once, press "Initial Settings." (The machine returns to the standard mode of Local Printing.)*
- *When you have made a sample print without changing the print settings, press "Change P Settings," and reset the mode.*

Reserving Jobs

You can select copy settings and scan originals even if the machine is currently printing. Your scanned documents are processed after the current job is completed.

✎ NOTE

- *You can reserve up to 32 documents, including the current job. However, interrupt copy jobs are not counted in this number.*
- *You can set a different mode for each job.*

1 **Press "Done" in the screen below which appears during printing.**
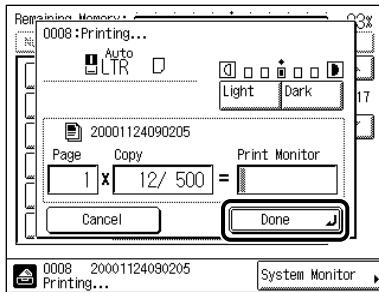
If the job displayed in the job monitor is a job of functions other than the Mail Box function, press ⎡MAIL BOX⎤ (Mail Box) to display the Mail Box Selection screen.

2 Select the desired mail box number and document to print, and press "Print."
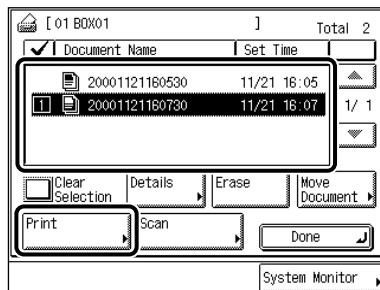
```
┌──────────────────────────────────────┐
│ 📇 [ 01 BOX01          ]    Total  2  │
│ ✓│ Document Name      │ Set Time  │   │
│ ┌────────────────────────────────┐ ▲ │
│ │    📄 20001121160530  11/21 16:05│   │
│ │ 1  📄 20001121160730  11/21 16:07│ 1/ 1│
│ └────────────────────────────────┘ ▼ │
│ ┌─┐Clear   │Details│ │Erase│ │Move   │
│ └─┘Selection│     ▶ │     │ │Document ▶│
│ ┌─────┐ ┌────┐   ┌─────────┐         │
│ │Print│ │Scan│   │ Done   ↵│         │
│ └───▶─┘ └──▶─┘   └─────────┘         │
│                    ┌──────────────┐  │
│                    │System Monitor ▶│ │
└──────────────────────────────────────┘
```
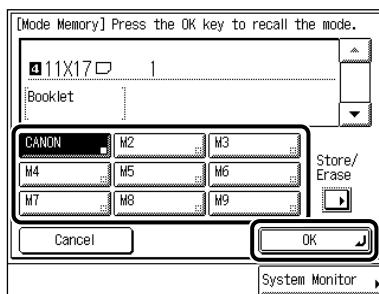
When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

If the Mail Box Selection screen appears after step 1, specify the desired mail box number.

```
┌──────────────────────────────────────┐
│ Load  LTR  size paper.   ┌─┐Change P  │
│                          └▶┘Settings  │
│                          ┌─┐Print &   │
│                1         └─┘Erase     │
│            ┌──────────┐               │
│            │Sample Print│             │
│            └──────────┘               │
│                                       │
│ ┌────────┐          ┌────────────┐    │
│ │ Cancel │          │ Start Print ↵│  │
│ └────────┘          └────────────┘    │
│                    ┌──────────────┐   │
│                    │System Monitor ▶│ │
└──────────────────────────────────────┘
```
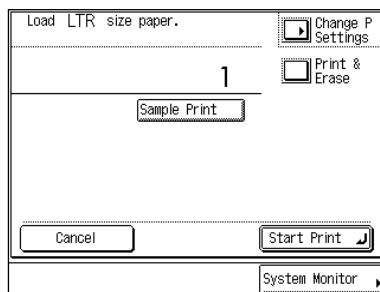
● **To print without changing the settings:**
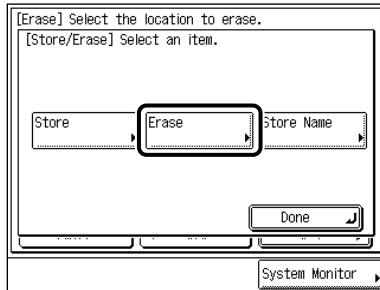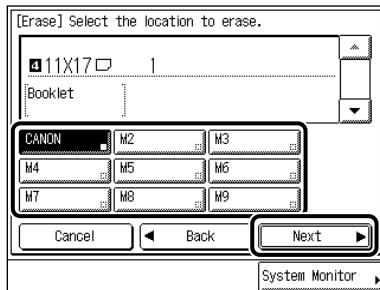
Press "Start Print."

● **To print after changing the settings:**

Press "Change P Settings," and set the desired mode. Then press "Start Print."

For details of printing after changing the settings, see 'Printing a Document in a Mail Box After Changing the Settings,' on p. 3-2.

📖 NOTE

- *To make a sample print, press "Sample Print." (See 'Checking the Print Result or the Image of the Stored Document (Sample Print),' on p. 3-36.)*
- *To erase the data after printing, press "Print & Erase."*

Using/Arranging Documents Stored in the Mail Box

Changing the Exposure During Printing

With this function, you can change the print exposure during printing.

1 **Press "Light" or "Dark" in the screen which appears during printing.**
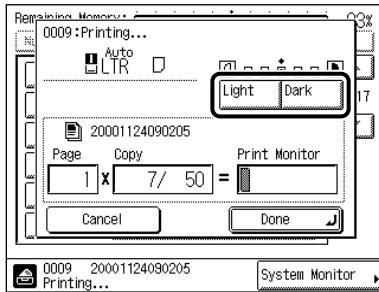
Move the indicator that is between "Light" and "Dark" to the left to make the exposure lighter, or to the right to make the exposure darker.

The printing exposure is changed. When printing is completed, the display returns to the Mail Box Selection screen.

Adjusting the exposure after printing has started produces a different result than adjusting the exposure before scanning the original.

Checking the Document's Detailed Information

With this function you can check the detailed information of documents stored in a mail box.

1 Select the desired mail box number and document, and press "Details."

```
┌─────────────────────────────────────────┐
│ 📭 [ 00 BOX00          ]      Total  3   │
│ ┌─────────────────────────────────────┐ │
│ │ ✓ I Document Name      I Set Time   │ │
│ │ ┌─────────────────────────────────┐ │ │
│ │ │ 📄 20001121155519   11/21 15:55 │▲│ │
│ │ │ 📄 20001124090205   11/24 09:02 │──│ │
│ │ │ 1 📄 20001124090351  11/24 09:03│1/ 1│
│ │ └─────────────────────────────────┘▼│ │
│ ┌────────┐ ┌───────┐ ┌─────┐ ┌────────┐│
│ │☐ Clear │ │Details│ │Erase│ │Move    ││
│ │ Selection│ │     ▶│ │     │ │Document▶││
│ └────────┘ └───────┘ └─────┘ └────────┘│
│ ┌─────────┐ ┌─────┐   ┌──────────┐     │
│ │Print   ▶│ │Scan▶│   │  Done   ⏎│     │
│ └─────────┘ └─────┘   └──────────┘     │
│                        ┌──────────────┐ │
│                        │System Monitor▶││
│                        └──────────────┘ │
└─────────────────────────────────────────┘
```
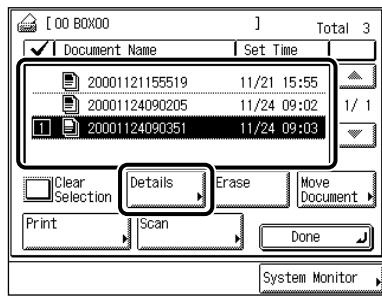
When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

✎ NOTE
• *When you select multiple documents, and press "Details," only the details of the selected (highlighted) document are displayed.*

2 Check the detailed information, and press "Done."
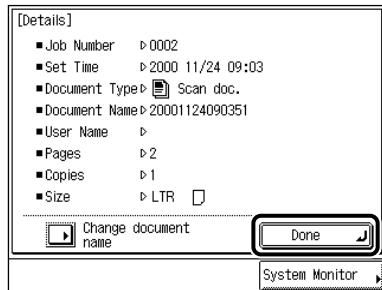
```
┌─────────────────────────────────────────┐
│ [Details]                                │
│ ▪ Job Number     ▷ 0002                 │
│ ▪ Set Time       ▷ 2000 11/24 09:03     │
│ ▪ Document Type ▷ 📄 Scan doc.          │
│ ▪ Document Name ▷ 20001124090351        │
│ ▪ User Name      ▷                      │
│ ▪ Pages          ▷ 2                    │
│ ▪ Copies         ▷ 1                    │
│ ▪ Size           ▷ LTR  ▯               │
│ ┌──────────────────┐   ┌──────────┐     │
│ │📄 Change document│   │  Done   ⏎│     │
│ │    name        ▶│   └──────────┘     │
│ └──────────────────┘                    │
│                        ┌──────────────┐ │
│                        │System Monitor▶││
│                        └──────────────┘ │
└─────────────────────────────────────────┘
```

Repeat this procedure.

The display returns to the Mail Box Selection screen.

Using/Arranging Documents Stored in the Mail Box

Changing the Name of a Document

With this function you can change the name of a document stored in a mail box.

1 Select the desired mail box number and document, and press "Details."

```
┌─────────────────────────────────────┐
│ 📇 [ 00 BOX00      ]      Total  3  │
│ ┌─────────────────────────────────┐ │
│ │✓│ Document Name    │ Set Time  │ │
│ │ ┌─────────────────────────────┐ │ │
│ │ │📄 20001121155519  11/21 15:55│◢│ │
│ │ │📄 20001124090205  11/24 09:02│1/ 1│
│ │1│📄 20001124090351  11/24 09:03│◥│ │
│ └─────────────────────────────────┘ │
│ ┌─Clear──┐┌Details┐┌Erase┐┌Move────┐│
│ │ Selection││    ▶│└─────┘│Document▶││
│ ┌Print────┐┌Scan────┐┌────────────┐ │
│ │        ▶││      ▶ ││   Done    ↵│ │
│ └─────────┘└────────┘└────────────┘ │
│                    System Monitor ▶ │
└─────────────────────────────────────┘
```
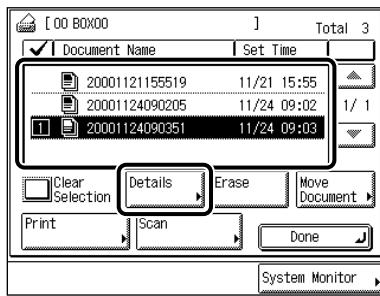
When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

✐ NOTE
- *When you select multiple documents, and press "Details," only the details of the selected (highlighted) document are displayed.*

2 Press "Change document name."

```
┌─────────────────────────────────────┐
│ [Details]                            │
│  ■ Job Number   ▷ 0002              │
│  ■ Set Time     ▷ 2000 11/24 09:03  │
│  ■ Document Type▷ 📄 Scan doc.      │
│  ■ Document Name▷ 20001124090351    │
│  ■ User Name    ▷                   │
│  ■ Pages        ▷ 2                 │
│  ■ Copies       ▷ 1                 │
│  ■ Size         ▷ LTR  □            │
│  ┌─────────────────────┐┌─────────┐ │
│  │📄│ Change document  ││  Done  ↵│ │
│  │  ▶│ name            │└─────────┘ │
│  └─────────────────────┘            │
│                    System Monitor ▶ │
└─────────────────────────────────────┘
```
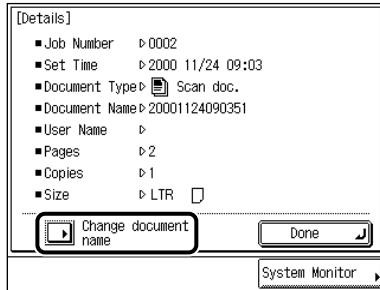
3 Enter the name of the document you want to change, and press "OK."

```
[Change document name] (Max 24 characters)
important|                      Alphabet
 ◄      ►    Backspace       Entry Mode
q  w  e  r  t  y  u  i  o  p  −
 a  s  d  f  g  h  j  k  l  @
  z  x  c  v  b  n  m  .  /  _
      Space              Shift
 Cancel                    OK   ⏎
                      System Monitor ▸
```
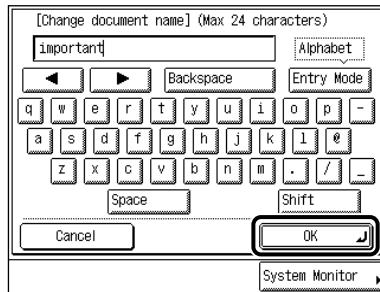
The maximum number of characters you can use for a name is 24.

For details of how to enter characters from the touch panel display, see the *Reference Guide*.

✋ IMPORTANT
• *You cannot store a document without a name.*

✎ NOTE
• *If you want to cancel storing, press "Cancel."*

4 Press "Done."

```
[Details]
 ■ Job Number      ▷ 0002
 ■ Set Time        ▷ 2000 11/24 09:03
 ■ Document Type ▷ 📄 Scan doc.
 ■ Document Name ▷ important
 ■ User Name       ▷
 ■ Pages           ▷ 2
 ■ Copies          ▷ 1
 ■ Size            ▷ LTR  ▯
  📄 Change document            Done   ⏎
     name
                      System Monitor ▸
```
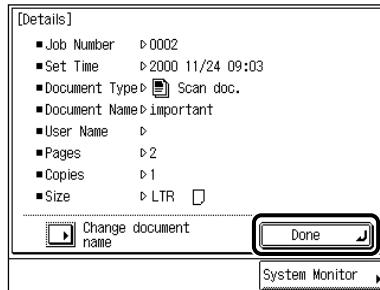
Repeat this procedure.

The display returns to the Mail Box Selection screen.

Moving a Document

With this function you can move a desired document to a different mail box.

1 Select the mail box number and document you want to move, and press "Move Document."
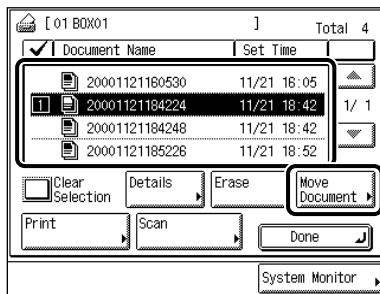
```
┌──────────────────────────────────────────┐
│ 🖨 [ 01 BOX01          ]      Total  4     │
│ ┌─────────────────────┬──────────┐        │
│ │ ✓│ Document Name     │ Set Time │        │
│ ├──────────────────────┴──────────┤       │
│ │   📄 20001121160530    11/21 16:05 │ ▲   │
│ │ 1 📄 20001121184224    11/21 18:42 │ 1/ 1 │
│ │   📄 20001121184248    11/21 18:42 │ ▽   │
│ │   📄 20001121185226    11/21 18:52 │     │
│ └────────────────────────────────┘        │
│ ┌──┐Clear   │Details│ │Erase │  │Move      │
│ └──┘Selection│      ▶│ │     │  │Document ▶│
│ │Print      │ │Scan    │  │  Done    ⏎ │  │
│         ▶         ▶                       │
│                          │System Monitor ▶│
└──────────────────────────────────────────┘
```

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

If you press "Select All," you can select all documents in a mail box. (The key changes to "Clear Selection.")

2 Specify the mail box to which you want to move the document, and press "Start."

```
┌──────────────────────────────────────────┐
│ 🖨 [Move Document] Select the box.         │
│ ┌─────────┬────────┬──────┬──┐            │
│ │ Number  │ Name   │ Mem. │  │            │
│ ├─────────┴────────┴──────┴──┤            │
│ │ 🖨 00  BOX00          3%   │ ▲          │
│ │ 🔒 01  BOX01          4%   │ 1/17       │
│ │ 🖨 02  BOX02          0%   │            │
│ │ 🖨 03  BOX03          1%   │ ▼          │
│ │ 🖨 04  BOX04          0%   │            │
│ │ 🖨 05  BOX05          0%   │            │
│ └────────────────────────────┘            │
│ │ Cancel    │       │  Start  ▶ │         │
│                          │System Monitor ▶│
└──────────────────────────────────────────┘
```
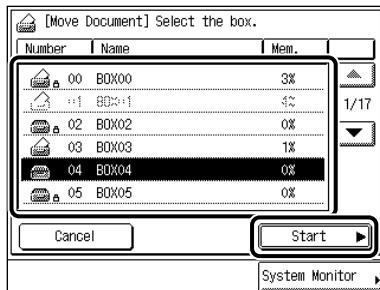
You cannot move a document to multiple mail boxes.

The screen below appears.
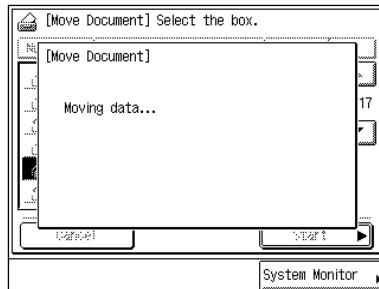
If a document cannot be moved to the desired mail box, a message telling you that you cannot move the document is displayed.

If a document cannot be moved, it remains in the original mail box.

If an error occurs while moving multiple documents, the number of documents which has been moved is displayed.

3 Press "Done."
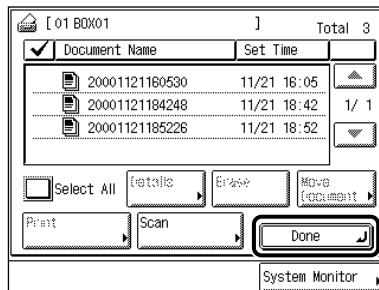
The display returns to the Mail Box Selection screen.

Erasing a Document from a Mail Box

With this function you can erase a document stored in a mail box.

1 Select the mail box number and document you want to erase, and press "Erase."
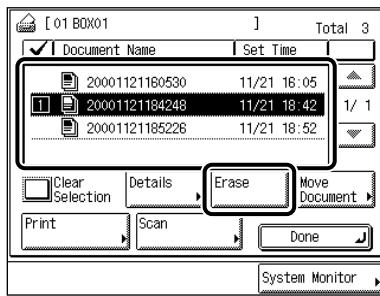
```
[ 01 BOX01          ]      Total  3
✓| Document Name      | Set Time |
   📄 20001121160530   11/21 16:05   ▲
 1 📄 20001121184248   11/21 18:42   1/ 1
   📄 20001121185226   11/21 18:52   ▼

☐ Clear      Details    Erase    Move
  Selection                      Document ►
Print        Scan              Done
                                        System Monitor ►
```

When you select a mail box set with a password, enter the password after selecting the mail box, and press "OK."

If you press "Select All," you can select all documents in a mail box. (The key changes to "Clear Selection.")

2 Press "Yes."

```
[ 01 BOX01          ]      Total  3
[Erase]

   Is it OK to erase the selected
   document from the box?

   Yes          No

                                        System Monitor ►
```
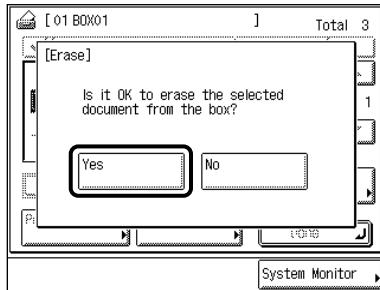
If you do not want to erase the document, press "No."

3 Press "Done."

```
┌─────────────────────────────────────────────┐
│ 📧 [ 01 BOX01          ]      Total  2       │
│ ┌─✓─┬─ Document Name ──┬─ Set Time ─┬──────┐ │
│ │   │ 📄 20001121160530 │ 11/21 16:05 │  ▲  │ │
│ │   │ 📄 20001121185226 │ 11/21 18:52 │ 1/ 1│ │
│ │   │                   │             │     │ │
│ │   │                   │             │  ▼  │ │
│ ├───┴──────┬───────┬────┴──────┬──────────┤ │
│ │☐ Select All│Details│ Erase    │ Move     │ │
│ │            │      ▶│          │Document ▶│ │
│ │ Print      │ Scan  │    ┌─────────┐      │ │
│ │          ▶ │      ▶│    │ Done   ↵│      │ │
│ ├────────────┴───────┴────┴─────────┴──────┤ │
│ │                        │System Monitor  ▶│ │
│ └──────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```
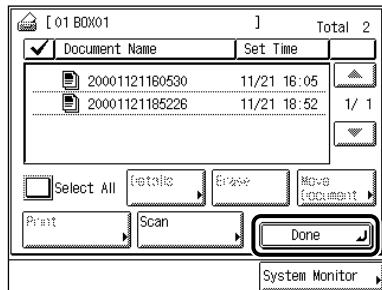
The display returns to the Mail Box Selection screen.

Setting/Storing the Mail Box Settings

4

CHAPTER

This chapter describes how to store and change the default settings of the Mail Box function to suit your needs.

Mail Box Settings Table

The following items can be stored or set in the Mail Box Settings of the Additional Functions screen.

Additional Function	Available settings	Applicable page
Mail Box Settings		
Box Set/Store	Number: 0 to 99 Password: 7 digit number max. Store Name: 24 characters max. Doc. Auto Erase: 1, 2, 3, 6, 12 hours, 1, 2, 3*, 7, 30 days, 0 (no limit) Initialize	p. 4-3
Photo Mode	On/Off*	p. 4-9
Standard Scan Settings	Store, Initialize	p. 4-10

Settings marked * are default settings.

✎ NOTE
- *For how to set the modes not described in this manual, see the other operation manuals available.*

Setting/Storing the Mail Box

With this function you can set and store each mail box item.

📎 NOTE

- *You can store up to 100 items in a mail box (Mail Box number: 00 to 99).*

1 Call up the desired screen as follows:
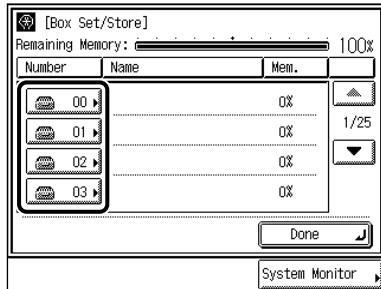
(⊛) (Additional Functions) ➡ Mail Box Settings ➡ Box Set/Store ▸

2 Press the desired mail box number.

```
⊛ [Box Set/Store]
Remaining Memory: ▭▭▭▭▭▭▭▭▭▭ 100%
 Number    Name              Mem.
  🖨 00 ▸                     0%      ▲
  🖨 01 ▸                     0%     1/25
  🖨 02 ▸                     0%      ▼
  🖨 03 ▸                     0%
                            [ Done  ↵ ]
                         [System Monitor ▸]
```

When entering the mail box number using ⓪ - ⑨ Åïnumeric keys), press "OK" after entering the mail box number.

3 Enter the password using ⓪ - ⑨ (numeric keys), and press "OK."

```
┌─────────────────────────────────────┐
│ ⊕ [Box Set/Store]                    │
│ Rer  ☎ [ 00              ]        0%│
│  N                                   │
│  ┌──┐  🔖 Enter the password using the│
│  │  │      numeric keys.            25│
│  └──┘                                │
│  ┌──┐        ┌────────┐              │
│  │  │        │ ******  │              │
│  └──┐        └────────┘              │
│  ┌──┐  ┌─────────┐    ┌─────────┐    │
│  │  │  │ Cancel  │    │   OK   ◢│    │
│         └─────────┘    └─────────┘    │
│                         Dut ◢         │
│                    ┌──────────────┐  │
│                    │ System Monitor ◢│
│                    └──────────────┘  │
└─────────────────────────────────────┘
```

Enter the password used when the mail box was stored. This step is not required when setting the mail box for the first time or if a password is not stored.

4 Press "Store Name."

```
┌─────────────────────────────────────┐
│ ⊕ [Box 00]                           │
│ ┌──────┐ ┌──────────────────────┐    │
│ │Store ◢│ │                      │    │
│ │Name  │ └──────────────────────┘    │
│ └──────┘                             │
│ ■Password  ┌──┐  🔖Blank shows        │
│            └──┘   No Setting  Initialize│
│ ■Doc. Auto Erase              ┌──┐   │
│ (1,2,3,6,12 hrs, 1,2,3,7,30 days, 0=Off)│
│    ┌─┐           ┌──┐ ┌──┐    └──┘   │
│    │3│ days      │▼ │ │▲ │           │
│    └─┘           └──┘ └──┘           │
│ ┌─────────┐           ┌─────────┐    │
│ │ Cancel  │           │   OK   ◢│    │
│ └─────────┘           └─────────┘    │
│                    ┌──────────────┐  │
│                    │ System Monitor ◢│
│                    └──────────────┘  │
└─────────────────────────────────────┘
```

5 Enter the mail box name, and press "OK."

```
┌─────────────────────────────────────┐
│ ⊕[Store Name] (Max 24 characters)    │
│ ┌──────────────────────┐ ┌─────────┐ │
│ │ BOX00                │ │ Alphabet│ │
│ └──────────────────────┘ └─────────┘ │
│ ┌──┐ ┌──┐ ┌─────────┐   ┌──────────┐ │
│ │◄ │ │► │ │Backspace│   │Entry Mode│ │
│ └──┘ └──┘ └─────────┘   └──────────┘ │
│ Q  W  E  R  T  Y  U  I  O  P  \      │
│  A  S  D  F  G  H  J  K  L  ~        │
│   Z  X  C  V  B  N  M  ,  ;  :       │
│ ┌──────────┐         ┌─────────┐     │
│ │  Space   │         │ Shift   │     │
│ └──────────┘         └─────────┘     │
│ ┌─────────┐           ┌─────────┐    │
│ │ Cancel  │           │   OK   ◢│    │
│ └─────────┘           └─────────┘    │
│                    ┌──────────────┐  │
│                    │ System Monitor ◢│
│                    └──────────────┘  │
└─────────────────────────────────────┘
```
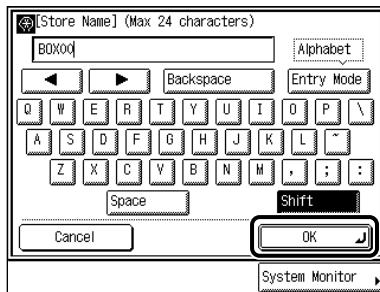
The maximum number of characters you can use for a name is 24.

✎ NOTE

- For details of how to enter characters from the touch panel display, see the Reference Guide.
- To cancel storing the name, press "Cancel."

6 Enter the password with ⓪ - ⑨ (numeric keys).

If no password was stored, proceed to step 7.

📖 IMPORTANT

- *Since there is no way to check a stored password, please record the password you stored and keep the record, separately.*

📝 NOTE

- *You can delete the number you entered by pressing ⓒ (Clear).*
- *To cancel storing the password, press "Cancel."*

7 Set the amount of time to elapse before received documents are automatically deleted by pressing "▲" or "▼," and press "OK."
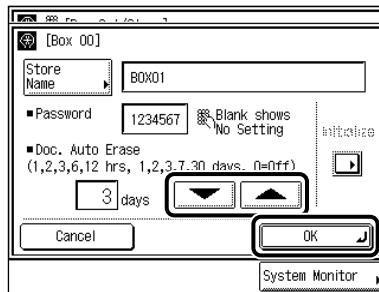
📝 NOTE

- *The default setting is "3 days."*

8 Press "Done."

Repeat this procedure.

The display returns to the Basic Features screen.

Initializing a Mail Box

With this function you can initialize the set/stored password, name, and Automatic Erase Period.

✋ IMPORTANT

- *You cannot initialize a mail box if there is data remaining in it.*

1 **Call up the desired screen as follows:**

(⊛) (Additional Functions) ➡️ Mail Box Settings ▶ ➡️ Box Set/Store [▸]

2 **Select the mail box that you want to initialize.**
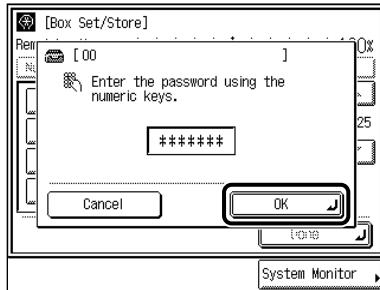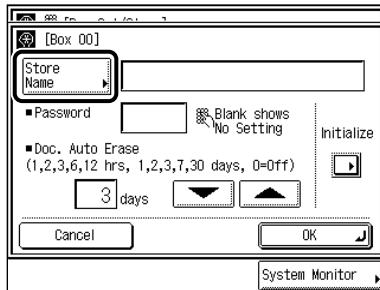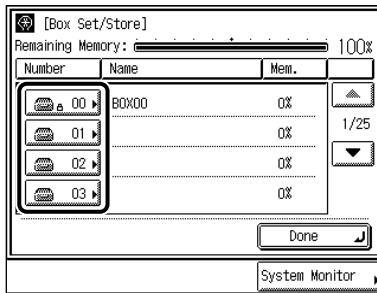

When entering the mail box number using ⓪ - ⑨ (numeric keys), press "OK" after entering the mail box number.

3 Enter the password by using ⓪ - ⑨ (numeric keys), and press "OK."
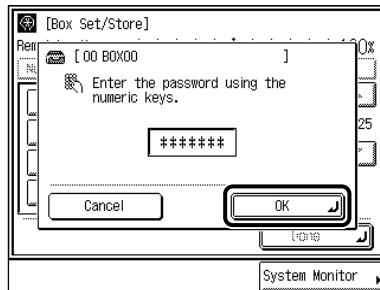
Enter the password used when the mail box was stored. (See 'Setting/Storing the Mail Box,' on p. 4-3.) If a password is not stored, this operation is not required.

4 Press "Initialize."
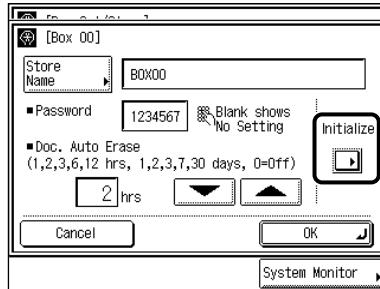
5 Press "Yes."
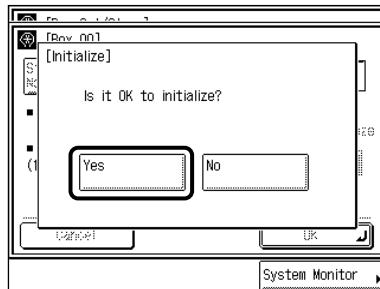
To cancel the initialization, press "No."

The mail box is initialized.

6 **Press "Done."**

Repeat this procedure.

The display returns to the Basic Features screen.

Setting the Photo Mode of the Mail Box Function

With this function you can select whether or not to use the Photo Mode of the Mail Box function. When the Photo Mode is "On," you can select "Printed Img" and "Photo" when scanning documents with the image quality setting.

✎ NOTE

• *The default setting is "Off."*

1 Call up the desired screen as follows:

⊛ (Additional Functions) ➡ Mail Box Settings ➡ Photo Mode
▶ Off

2 Select "On" or "Off," and press "OK."

```
[Mail Box Settings]
⊛ [Photo Mode]

    On        Off


   Cancel              OK
                         System Monitor
```
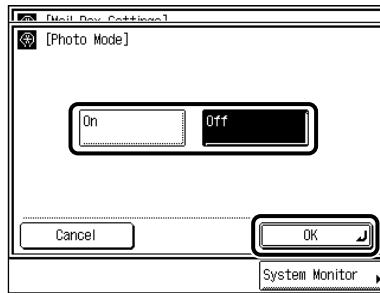
3 Press "Done."

Repeat this operation.

The specified mode is set and the display returns to the Basic Features screen.

Setting the Standard Mode for Scanning

Standard Settings refers to a combination of Mail Box modes that the machine automatically sets after the power is turned on or when ⟨⊘⟩ (Reset) is pressed.
The Standard Settings can be changed to suit your needs, or be returned to the default settings.

✍ NOTE

• *The default settings are as follows:*
  - *Document Size: Auto*
  - *Record Size: Auto*
  - *Exposure/Image Quality: A*

Storing New Standard Settings for Scanning

To store mail box settings as Standard Settings, you need to specify the settings you wish to store from the Basic Features screen, and the Special Features screen, and then follow the procedure below.

1 Call up the desired screen as follows:

⟨⊛⟩ (Additional Functions) ➡ Mail Box Settings ➡ Standard Scan Settings ▶

2 Press "Store."

```
┌────────────────────────────────────┐
│ 📠 [Mail Box Settings]             │
│ ⊛ [Standard Settings]              │
│                                     │
│    Select Store or Initialize.      │
│                                     │
│    ┌──────────┐  ┌──────────┐      │
│    │ Store   ▶│  │Initialize▶│     │
│    └──────────┘  └──────────┘      │
│                                     │
│                   ┌──────────┐      │
│                   │ Done    ↵│      │
│                   └──────────┘      │
│                                     │
│              System Monitor ▶       │
└────────────────────────────────────┘
```
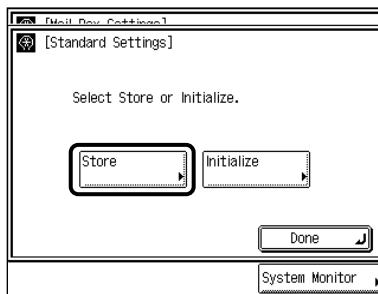
3 Press "Yes."
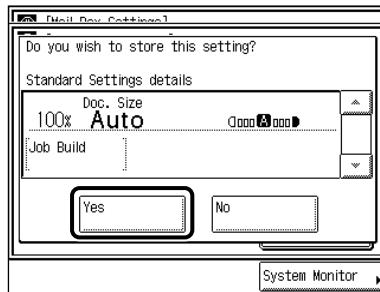
The settings displayed here are the currently set scan settings. Press "▲" or "▼" to display any scan settings that do not fit in the display area.

To cancel storing the currently displayed settings as Standard Settings, press "No." The display returns to the screen in step 2.

The settings currently displayed are stored.

The screen below appears for about two seconds.
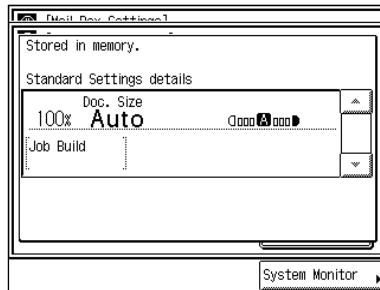
4 Press "Done."

Repeat this procedure.

The display returns to the Basic Features screen.

Initializing the Standard Mode for Scanning

1 Call up the desired screen as follows:

(Additional Functions) ➡ Mail Box Settings ➡ Standard Scan Settings ➡

2 Select "Initialize."

```
[Mail Box Settings]
[Standard Settings]

    Select Store or Initialize.


    Store        Initialize


                        Done

                     System Monitor
```

3 Check the settings, and press "Yes."

```
[Mail Box Settings]
Is it OK to initialize?

Standard Settings details
         Doc. Size
100%  Auto          □□□A□□□▶
Job Build


    Yes          No


                     System Monitor
```
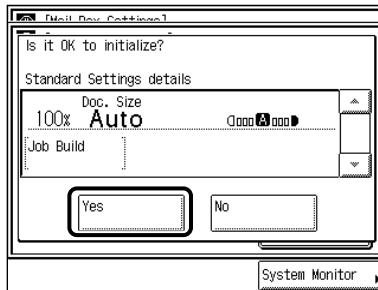
To cancel the initialization, press "No." The display returns to the screen in step 2.

The Standard Settings are initialized.

The screen below appears for about two seconds.
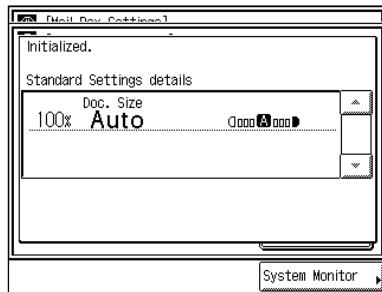
4 Press "Done."

Repeat this procedure.

The display returns to the Basic Features screen.

4

Setting/Storing the Mail Box Settings

Appendix

5

CHAPTER

Chart of Available Combination of Functions

The chart shows the settings combinations when you want to reconfigure the functions.

■ Scan Function

Legend:

- ☐ Combination available
- ✕ Combination unavailable
- ▲ Priority to latest set mode
- ● Priority to Image Combination and Booklet modes (Ratio can be changed)

Columns (Function already set), left to right:
1. Platen Glass Scanning
2. Feeder Scanning
3. Document Size Auto Select
4. Document Size Manual Select
5. Record Size Auto Select
6. Record Size Manual Select
7. Enlargement
8. Zoom Designation
9. XY Zoom
10. Auto Zoom
11. Zoom Program
12. Automatic Exposure Control
13. Printed Image
14. Photo
15. Text
16. Text/Photo
17. 1-Sided Scanning
18. 2-Sided Scanning
19. Two-page Separation
20. Image Combination
21. Original Frame Erase
22. Book Frame Erase
23. Binding Erase
24. Booklet Scanning
25. Different Size Originals
26. Job Build
27. Sharpness
28. Nega/Posi

Function intend to set (rows) — non-empty cells given as *column# : value*:

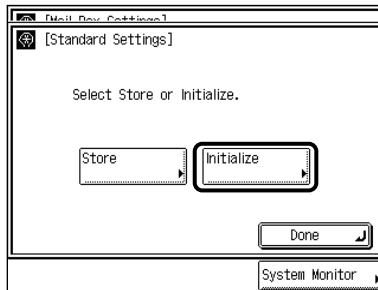| Function intend to set	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Platen Glass Scanning		*1																										
Feeder Scanning	*1																✕											
Document Size Auto Select				✕		✕														✕	✕	✕		✕				
Document Size Manual Select			✕			✕														*2					✕			
Record Size Auto Select						✕														✕				✕				
Record Size Manual Select			✕	✕	✕		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕
Enlargement						✕		▲	▲	▲	▲									●				●				
Zoom Designation						✕	▲		▲	▲	▲									●				●				
XY Zoom						✕	▲	▲		▲	▲									●				●				
Auto Zoom						✕	▲	▲	▲		▲									●				●				
Zoom Program						✕	▲	▲	▲	▲										●				●				
Automatic Exposure Control						✕							▲	▲	▲	▲												
Printed Image						✕						▲		▲	▲	▲												
Photo						✕						▲	▲		▲	▲												
Text						✕						▲	▲	▲		▲												
Text/Photo						✕						▲	▲	▲	▲													
1-Sided Scanning						✕												▲										
2-Sided Scanning						✕											▲		✕									
Two-page Separation	✕					✕												✕		✕		✕		✕				
Image Combination			✕			✕	●	●	●		●								✕		✕	✕	✕	▲	✕			
Original Frame Erase			✕			✕														✕		▲	▲		✕			
Book Frame Erase			✕			✕														✕	▲			▲	✕			
Binding Erase			✕			✕														✕	✕	▲		▲	✕			
Booklet Scanning			✕			✕	●	●	●		●									▲	✕	✕	✕		✕			
Different Size Originals				✕		✕														✕	✕			✕				
Job Build						✕																						
Sharpness						✕																						
Nega/Posi						✕																						

*1 You cannot combine these modes when the Job Build mode is set.
*2 Specify the document size when the Image Combination and/or Booklet Scanning mode is set.

■ Print Function

Legend:

- ☐ Combination available
- ✕ Combination unavailable
- ▲ Priority to latest set mode

Function already set (columns) / **Function intend to set** (rows)

Column key:
1. The Number of Printouts
2. Automatic Paper Selection
3. Automatic Paper Selection, Auto Orientation
4. Auto Drawer Switching
5. Stack Bypass (Standard Size)
6. Stack Bypass (Free Size)
7. Collate (Without a Finisher)
8. Group (Without a Finisher)
9. Rotate Collating (Without a Finisher)
10. Rotate Grouping (Without a Finisher)
11. Offset Collate (With a Finisher)
12. Offset Group (With a Finisher)
13. Staple (With a Finisher)
14. Hole Punch
15. One-Sided Printing
16. Two-Sided Printing
17. Document Separate Duplex Printing
18. Document Separate Contiguous Printing
19. Cover/Job Separator
20. Booklet
21. Samplet Print
22. Different Size Originals
23. Single Document
24. Multiple Documents
25. Merge Documents

Function intend to set	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
The Number of Printouts																									
Automatic Paper Selection			▲			✕			✕	✕										✕					
Automatic Paper Selection, Auto Orientation		▲				✕			✕	✕										✕		✕			
Auto Drawer Switching						✕																			
Stack Bypass (Standard size)						✕																			
Stack Bypass (Free size)	✕	✕	✕	✕			✕	✕	✕	✕	✕	✕	✕	✕		✕	✕	✕	✕	✕					
Collate (Without a Finisher)						✕		▲	▲	▲	▲	▲	▲	✕						✕					
Group (Without a Finisher)						✕	▲		▲	▲	▲	▲	▲	✕			✕	✕	✕	✕					
Rotate Collating (Without a Finisher)	✕	✕				✕	▲	▲		▲	▲	▲	▲	✕					✕	✕					
Rotate Grouping (Without a Finisher)	✕	✕				✕	▲	▲	▲		▲	▲	▲	✕			✕	✕	✕	✕					
Offset Collate (With a Finisher)						✕	▲	▲	▲	▲		▲	▲							✕					
Offset Group (With a Finisher)						✕	▲	▲	▲	▲	▲		▲				✕	✕	✕	✕					
Staple (With a Finisher)						✕	▲	▲	▲	▲	▲	▲								✕					
Hole Punch						✕	✕	✕	✕	✕										✕					
One-Sided Printing																▲	▲	▲		✕					
Two-Sided Printing						✕									▲			▲		✕					✕
Document Separate Duplex Printing						✕									▲	▲				✕				✕	✕
Document Separate Contiguous Printing						✕		✕							▲	▲	▲			✕				✕	✕
Cover Job Separator						✕		✕	✕	✕		✕								✕				✕	✕
Booklet	✕	✕				✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕					✕	
Samplet Print							✕		✕			✕								✕					
Different Size Originals			✕																	✕					
Single Document																✕	✕							✕	✕
Multiple Documents																✕	✕	✕	✕	✕			✕		✕
Merge Documents															✕								✕	✕	

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